



**Illinois Department
of Natural
Resources**

Open Space Land Acquisition and Development (OSLAD) Grant Program

For State Fiscal Year

2023

PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS



Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion, or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, Ill. 62702-1271; 217/785-0067; TTY 217/782-9175.

FY2023 OSLAD Program Changes

- The Open Space Lands Acquisition and Development (OSLAD) Grant Program will only accept applications electronically through the new AmpliFund Grant Management System.
- All applications will need to be submitted to:
<https://il.amplifund.com/Public/Opportunities/Details/f4ad7a1a-82dc-491c-b448-6ffdbfe304e6> No other form of submission will be allowed or eligible.
- Any submission that does not include all documents in the OSLAD Application Checklist will be considered ineligible and will not be reviewed.
- For grants awarded during the FY'23 OSLAD grant cycle only, a local government defined as "distressed" is eligible for assistance up to 100% for acquisition and development projects. During this grant cycle only, the Department may make more than 10% of the amount appropriated in FY'23 available as grants to distressed local governments.

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Grant Basics

Open Space Lands Acquisition and Development (OSLAD): The Illinois "*Open Space Lands Acquisition and Development*" (OSLAD) is offered annually through the Illinois Department of Natural Resources (IDNR). The OSLAD program is a grant program that provides up to 50% (100% for distressed communities for FY'23 only) funding assistance to eligible, local units of government to acquire and/or develop public outdoor recreation areas.

This manual is designed to provide concise information on the OSLAD program and give instructions for making application to the IDNR for grant funding consideration. Read the manual carefully before applying and follow the application checklist and instructions closely. They are the guides for completing an accurate application.

The OSLAD program is a matching program but provides the option for an advance payment (*for development projects only*) that is 50% of the grant award amount shortly after the grant agreement is fully executed with the remaining grant distributed on a quarterly reimbursement basis. The local agency must still possess the ability to finance the remaining costs of an approved project prior to receipt of grant reimbursement funds.

The local agency may opt out of the advanced payment option at the time of the award of the grant. The IDNR can consider an applicant's request for a time extension on an awarded grant if 1) the advanced payment is expended or legally obligated within the 2 years required by the Illinois Grant Funds Recovery Act (30 ILCS 705/5) or 2) if no advanced payment was made.

Upon satisfactory project completion, the local agency submits a final project billing request within 45 days of the ending date of the agreement to the IDNR showing proof of project completion and project cost/payment. Once a billing request is approved, reimbursement should be issued to the local agency within 30 - 45 days. (Detailed instructions for project billings are included with the project agreement.)

OSLAD grants are awarded through a competitive application process. **Project applications must be received by the IDNR no sooner than August 1, 2022, and no later than September 30, 2022, as specified by the Notice of funding Opportunity (NOFO).** Applications received after 5:00 pm on September 30th will not be eligible. Notification of grant awards is typically announced within the first half of the following year.

Except for jurisdictions having populations exceeding 2.0 million residents, maximum OSLAD grant awards to any one project in a given year is currently limited to \$1,125,000 for approved land acquisition projects and \$600,000 for approved development (construction) projects. Counties serving a population exceeding 2.0 million residents shall be eligible for up to \$1,725,000 in annual OSLAD funding for approved outdoor recreation acquisition and/or development projects. Municipalities with a population exceeding 2.0 million residents are eligible for up to \$3,450,000 in annual OSLAD funding for approved projects. HOWEVER, no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

Frequently Asked Questions

How is OSLAD funded?

The OSLAD program is a state-financed program with dedicated funding through a portion of the State's Real Estate Transfer tax. The amount of money available varies on a yearly basis due to the fluctuation in the real estate market.

Who is eligible to apply for OSLAD?

Only units of local governments having specific statutory authority to acquire and develop land for public park and recreation purposes are eligible for OSLAD assistance.

Does our agency have to be registered under the Grants Accountability and Transparency Act (GATA) to apply for these funds?

Yes, the Grant Accountability and Transparency Act, 30 ILCS 708/1 et. seq. (GATA) requires all entities requesting grant funding from any State Agency must first be registered in the GATA system. Their website is: <https://www.illinois.gov/sites/gata/Pages/default.aspx>. No applications will be accepted from any entity who is not registered in the GATA system.

What is the maximum amount of funding assistance I can apply for?

IDNR current policy is to limit annual OSLAD grant awards to a maximum of \$1,125,000 per acquisition project and \$600,000 for development projects. The exception is for projects sponsored by agencies serving more than 2 million residents. Counties having more than 2 million residents may qualify for up to \$1,725,000 in OSLAD funding and municipalities with over 2 million residents are eligible for up to \$3,450,000 in funding provided that no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

How much money is available through the grant program?

This varies on a yearly basis due to the fluctuation in the real estate market and appropriation authority provided by the General Assembly. For fiscal year 2023 the amount is \$56 million.

Is there an application or award fee?

No, there is no application or award fee required with the OSLAD program.

When is the grant application deadline?

The OSLAD program operates on an annual recurring grant cycle. Completed local agency project applications must be *received* by the IDNR during the application period to be considered in that year's OSLAD grant cycle or as indicated in the current Notice of Funding Opportunity (NOFO) The current application cycle NOFO can be found in the Catalog of State Financial Assistance (CSFA) at <https://www.illinois.gov/sites/gata/Pages/default.aspx>.

Applications received before application period opening date or after 5:00 p.m. on application period closing date will be ineligible – NO EXCEPTIONS. Projects that are not successful in each grant request cycle may be resubmitted in a subsequent grant cycle if the application is appropriately updated and revised prior to resubmittal.

If you are new to the OSLAD grant program, it is strongly recommended that you contact IDNR grant staff at 217-782-7481 to discuss the proposed project. Considerable time and effort may be saved by doing so.

Can project costs be incurred prior to grant award?

All project costs incurred prior to IDNR approval, with the exception of eligible project architectural/engineering costs, are ineligible for OSLAD assistance. Only *PROPOSED* acquisition and development projects are eligible for grant assistance. Under specific circumstances, it is possible to receive a waiver for acquisition projects. The circumstances must be presented to IDNR staff and considered appropriate, and a waiver issued prior to incurring any project costs.

Can applications be made for multiple grants in the same year?

Yes, local agencies, except those with a population exceeding 2.0 million residents, can apply for one acquisition and one development project proposal per grant cycle.

Can a grantee apply to both OSLAD and LWCF for a property acquisition in the same grant year?

Yes, and this is recommended for land acquisition proposals. However, by applying for both funding sources, the applicant is consenting to allow the IDNR to recommend the most appropriate source of funding for the acquisition. The applicant must also physically submit a full application for both programs to be eligible in both programs.

Can multiple phase projects be funded with the same grant?

If a project consists of several stages, the project sponsor should request funds only for the stage(s) that can be adequately financed and completed in the time period specified for such projects (two years or less). If a sponsor wants to submit an application for Phase II development of a site that is currently under construction from a Phase I OSLAD grant, the sponsor must contact IDNR staff for review and possible approval.

Is a project with multiple sites eligible?

Project proposals must be for a single site; multi-site projects are not eligible.

Are property appraisal costs an eligible project expense?

Appraisal costs, up to a maximum of \$4,000 per appraisal, necessary to fulfill OSLAD program requirements to establish a property's "market value" for an approved acquisition grant project are considered eligible project costs.

Our project includes a donation of land, can we use this to off-set our match requirement?

A local agency may receive up to 50% (or 100% in FY'23 for distressed communities) assistance on the approved Market Value of land anticipated for donation and utilize the value of that donation as all or part of the required local match on an approved OSLAD project, *provided* such land 1) will be maintained in perpetuity for public outdoor recreation purposes, 2) is not a mandatory donation or stipulated as part of a pre-existing legal agreement, 3) is not obtained from another public agency or was not in public ownership within the past 5 years, and 4) has not had title transferred to the project sponsor prior to grant approval. Also, **land donations can be combined with either an acquisition or development project and do not have to be located at the project site.** It is highly recommended that IDNR grant staff be contacted to discuss the best way to use a land donation in a proposed project and to ensure grant eligibility is maintained.

The amounts for the project components are only estimates, is this acceptable?

The Department realizes that the estimated cost of a proposed project as indicated in the grant application will not always reflect the actual project cost. However, grant awards are based upon the estimated project cost shown in the grant application. **Grant assistance is limited to 50% (or 100% in FY'23 for distressed communities) of actual eligible project costs or the**

approved grant amount, whichever is less. Consequently, it is very important to estimate project costs carefully. Once a grant amount has been approved for a project, additional funds will not be available to cover project cost overruns.

Are there additional estimate requirements for land acquisitions?

Yes, documentation must now be provided in order to provide evidence for the estimated acquisition cost. This can be provided by an estimate of market value by a real estate professional or other such documentation that verifies your cost estimate.

What should be done if our project involves a brownfield site? If a local agency's application involves the acquisition or development of a brownfield site, it is highly recommended that you contact IDNR to discuss.

Can donated labor and equipment be used on the project?

The use (value) of donated labor or equipment in a project is NOT eligible for grant reimbursement. Nonetheless, donated labor and equipment may be used to help reduce overall project costs. However, grant reimbursement can be obtained for the cost of force account labor (local agency's employees) used to complete or assist in the completion of an approved development project.

What additional measures can be incorporated in our design plans? Local agencies are encouraged to use native vegetation and Resource Conservation design elements in their planning efforts.

How are awarded projects selected?

All applications undergo extensive review, often including a site visit. After project site visits have been completed, professional staff members score all applications. Projects and scores are then reviewed and approved by IDNR administration.

How long does it take to award a project?

Formal announcement by the IDNR will usually occur 6-8 months after the application period closes.

What time period is allowed for projects to be completed?

OSLAD grants are given two years to complete the awarded project. The IDNR can consider an applicant's request for a time extension on an awarded grant if 1) the advanced payment is expended or legally obligated within the 2 years required by the Illinois Grant Funds Recovery Act (30 ILCS 705/5) or 2) no advanced payment was made.

Where do I send my completed grant application?

All applications will need to be submitted to:

<https://il.amplifund.com/Public/Opportunities/Details/f4ad7a1a-82dc-491c-b448-6ffdbfe304e6>

No other form of submission will be allowed or eligible.

When must my application be submitted to IDNR?

All applications must be received by the IDNR in this office no later than 5:00 pm **on the application deadline date**. The deadline is final, and no extensions will be given.

My project is on property owned by the State but leased to our unit of local government. Is this property eligible for a development grant?

No, in most instances, this property is not eligible to apply for a development grant.

What is a distressed community?

A distressed community is one that meets economic or physical criteria set forth in the Illinois Administrative Code (Section 3025.36). The designation is based on economic factors including the percentage of the population that falls below the national poverty level. A physically distressed community is one that has experienced catastrophic events such as floods and tornadoes and has been declared a disaster area by the Governor or President of the United States within the previous three years. The Department will determine which communities are considered distressed based on current Illinois Census data and Department of Revenue information. The Department reserves the final determination on whether an applicant meets the definition of an economically distressed community. Specific information can be obtained by contacting the Grant Administration department directly.

Who can I contact if I have questions?

Illinois Department of Natural Resources
Office of Grant Management and Assistance One Natural Resources Way
Springfield, IL 62702
Email: dnr.grants@illinois.gov
Telephone: (217) 782-7481

Guidelines to the OSLAD Program

Introduction and Purpose

The Illinois "*Open Space Lands Acquisition and Development*" (OSLAD) program provides up to 50% (100% in FY'23 for distressed communities) funding assistance to eligible units of local government for approved land acquisition and/or development projects for public outdoor recreation purposes. Actual grant payment for development projects is provided through one advance payment and subsequent reimbursements. Acquisitions only receive payment through a final reimbursement.

Due to the parallel nature of the OSLAD and LWCF programs, these two programs *used* to be administered by the State with only one project application having been required to be automatically considered for land acquisition funding under both programs. Starting in 2017 with the introduction of GATA, each program must be applied to separately if the applicant wants an eligible land acquisition to be considered under both programs.

I. Revenue

A. Source and Amount

The OSLAD program is a state-financed program enacted by Public Act 84-109, the Open Space Lands Acquisition and Development Act (525 ILCS 35/1 et. seq.). The program was initially financed with "Build Illinois" bond money subject to an annual appropriation by the Illinois General Assembly. In 1989, Senate Bill 1463 was enacted (PA 86-925), which earmarked a portion of the State's Real Estate Transfer Tax as a dedicated funding source for the OSLAD program. The program became fully funded in FY'95 and has provided millions for local park and open space initiatives. The amount of money available varies on a yearly basis due to the fluctuation in the real estate market.

B. Distribution

Distribution of funds to eligible units of local government will be on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the project sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Open Project Selection Process. Except for jurisdictions having populations exceeding 2.0 million residents, maximum OSLAD grant awards to any one project in a given year is currently limited to \$1,125,000 for approved land acquisition projects and \$600,000 for approved development (construction) projects. Counties serving a population exceeding 2.0 million residents shall be eligible for up to \$1,725,000 in annual OSLAD funding for approved outdoor recreation acquisition and/or development projects. Municipalities with a population exceeding 2.0 million residents are eligible for up to \$3,450,000 in annual OSLAD funding for approved projects. HOWEVER, no more than 10% of the annual OSLAD appropriation can be allocated to any one project.

C. Cost Sharing

OSLAD will reimburse up to 50% (100% in FY'23 for distressed communities) of total approved project costs. The remaining 50% of the costs will be borne by the project sponsor. OSLAD provides for a 50% advance payment (development projects only) program with the remaining 50% of the grant issued as a reimbursement. If this option is chosen, the 50% advance payment must be deposited in an interest-bearing account. All interest earned on any advance payment must be used on project costs. A unit of local government may opt out of the advanced payment option at the time of the grant award. This

means that a project sponsor must have sufficient cash, donations, or eligible in-kind services to pay for work, and then be paid back the grant percentage after approval of a reimbursement request.

II. **Types of Eligible OSLAD Projects**

OSLAD grants are available for projects involving the acquisition and/or development of public outdoor recreation areas. Applications must be for a single project site and the local applicant must be capable of accomplishing the project in the specified OSLAD program time frame.

Eligible projects include, but are not limited to, the following:

A. **Acquisition Projects**

1. Areas providing frontage on public surface waters or land for creating public water impoundments to promote water-based recreation opportunities.
2. Areas of outstanding natural quality where the objective is to preserve the scenic or natural values, including areas of physical or biological importance such as pristine natural areas, sites protecting threatened or endangered species, flood plains, wetlands, geological features, wildlife habitats, or scenic waters, etc.
3. Areas for general purpose, public outdoor recreation use such as neighborhood and community park areas, play fields and competitive, non-professional sports facilities, as well as public parklands for passive recreation uses.
4. Additions to existing parks, wildlife areas, nature preserves, beaches, and greenways or parkways for public outdoor recreation purposes.
5. Linear greenway corridors and abandoned rights-of-way for outdoor recreation purposes.

Except for land acquired from school districts, acquisition of land from another public agency is not eligible for OSLAD assistance. Funding assistance for the acquisition of surplus school property is limited to 50% (100% in FY'23 for distressed communities) of the land's Certified Market Value or actual purchase price, whichever is less.

Acquisition must be in fee simple title or whatever lesser conveyance rights will ensure the desired outdoor recreation use of the project site. Land acquired with OSLAD assistance is required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

Eligible project costs include land acquisition and associated relocation expenses, required appraisal fees up to a maximum of \$4,000/each and site archaeological surveying costs, if required. **Project incidental costs such as application preparation, attorney fees, consultant fees, and title costs are NOT grant eligible.**

Land acquired with OSLAD assistance must have the recreation development proposed in the application initiated within three (3) years following completion of the site acquisition. Furthermore, land acquired with OSLAD assistance must have recreation

development completed within (5) five years. Agencies failing to meet this requirement will be prohibited from applying to any of the grant programs administered by the Office of Grant Management and Assistance until the violation is resolved.

In no case shall land acquired with OSLAD assistance be closed to public use until development is completed. Between the time of acquisition and development, the site must be open for those recreational purposes that the land is capable of supporting or that can be achieved with minimal investment.

Please be advised that your agency's failure to proceed with the proposed acquisition may result in a two-year debarment from all Office of Grant Management and Assistance grant programs (see DOC-3, first paragraph).

B. Development Projects

1. Playgrounds, walking/hiking/jogging trails (excluding bike and snowmobile trails), soccer fields, baseball fields, softball fields, lacrosse fields, football fields, volleyball courts, basketball courts, tennis courts, roller hockey courts, bocce ball courts, horseshoe courts, pickleball courts, baggo, amphitheaters, bandshells, open air shelters (minimum 16'), disc golf courses, fitness stations, archery ranges, and related facilities.
2. Nature observation and sightseeing facilities, such as overlooks, turnouts, and trails.
3. Camping facilities, including tent and trailer sites, tables, fireplaces, and utility outlets for campers. Group camps open to organized and non-organized groups on a "first come, first served" basis that are considered open to the general public are also eligible for assistance. Group camps designated for specific groups or for which specific groups are given priority in use are not considered to be open to the general public and are not eligible for assistance.
4. Basic outdoor water sports facilities for swimming and boating including beaches, swimming areas, outdoor swimming pools, children's wading pools, spray grounds, bath houses, and small boat launching ramps and docks. Applications for pool amenities (slides, toys, etc.) only are not eligible. Beaches must be ADA accessible (ex. roll out boardwalk).
5. Fishing and hunting facilities, such as fishing piers and outdoor shooting ranges.
6. Winter sports facilities, such as x-country ski trails, permanent outdoor ice skating facilities and ice hockey areas, and open-air warming shelters.
7. Support facilities for public park areas including interior roadways and parking areas, fencing, utility and sanitation systems, restroom buildings, lighting, dams, erosion control and maintenance structures. Site beautification/landscaping is also eligible but may not exceed 20% of total project construction costs. However, projects may not consist solely of site preparation and/or infrastructure/support facilities.
8. As a rule, roads constructed within the boundaries of parks are eligible for OSLAD assistance provided the primary purpose is to serve park use. Roads outside the park boundaries may be eligible only when they meet the following test:

- a) They serve only as access roads to the park area and are not part of a State, county or local road system extending beyond or through the park. Any service to private parties must clearly be incidental to the primary use of the access road for park visitor use.
 - b) The access (road) corridor must be owned or adequately controlled by the agency sponsoring or owning the park area.
9. Renovation or the redevelopment of an existing outdoor recreation facility. When a facility or area has deteriorated to the point where its usefulness is impaired (although not because of inadequate maintenance) or has become outmoded, renovation to bring the facilities up to standards of quality and attractiveness suitable for public use or redevelopment to a more useful form may be undertaken.
 10. Outdoor exhibit, native plantings, and interpretive facilities (both indoor and outdoor) that enhance or provide observation and interpretive opportunities of pristine, natural resources located on the project site. Conservatories are not considered interpretive centers as defined herein unless they are designed and programmed to primarily interpret the natural resources of the specific site where located.
 11. Construction of a Safety Town. Maximum grant assistance is \$50,000.00.
 12. Development of dog park areas. Maximum grant assistance is \$25,000.00.
 13. Swimming Facility amenities: Maximum grant assistance is \$50,000.00.

Development projects may consist of a single improvement or group of related improvements at a single site designed to provide basic facilities for outdoor recreation, including access, safety, health and protection of an area, as well as the facilities required for public use and enjoyment of the area.

In addition to construction and renovation, development project proposals may include site planning, minor demolition, site preparation, design services, and similar activities essential for the proper implementation of the project. Development projects should also make wise use of "energy conservation" measures and design methods in their construction.

In general, development that does not have a well-defined objective is not acceptable. Also, development that does not contribute directly to outdoor recreation is not acceptable, such as support facilities not directly related to outdoor recreation activities or facilities that contribute primarily to indoor recreation.

Development projects proposed on land dedicated as an Illinois Nature Preserve require review and approval of all project plans by the Illinois Nature Preserve Commission, One Natural Resources Way, Springfield, IL 62702; telephone 217/785-8686.

C. Combination Projects and Project Land Donations

A local agency may receive up to 50% (100% in FY'23 for distressed communities) grant assistance on the approved Market Value of land anticipated for donation to the agency and use the value of that donation as all or part of the required local match on an approved OSLAD project provided the land donation meets the eligibility requirements specified herein.

Land donations can be combined with either an acquisition or development project.

Combination projects involving both the acquisition and development of land for public outdoor recreation under a single project scope **WILL BE ACCEPTED ONLY WHEN AN ELIGIBLE LAND DONATION** constitutes the project acquisition. (The proposed land donation does not have to be the site being developed nor does it have to be located at the proposed development site.)

In order for the value of a proposed land donation to be eligible as part or all of the local project match, it must meet the following criteria: 1) the donation cannot be mandatory as required by local ordinance or part of a pre-existing legal agreement, 2) the land being donated will be used and maintained for public outdoor recreation purposes for the assigned number of years per the grant contract, 3) the donation cannot be from another public agency or involve land that was in public ownership within five (5) years prior to the OSLAD application submittal and 4) title to the property being donated cannot be transferred to the project sponsor (applicant) prior to IDNR grant approval.

If a planned project involves a proposed land donation, please contact the IDNR grant staff prior to application submittal to discuss the proposal.

III. Ineligible OSLAD Projects

OSLAD assistance is not available for 1) acquisition and development of land that will function for academic, historic, economic, entertainment or other non-outdoor recreational purposes; **or** 2) acquisition of land from another public agency (excluding school districts) for park purposes; **or** 3) applicants with undeveloped project sites (previously acquired with IDNR grant assistance) that are five years or older.

A. Acquisition

The following examples (non-inclusive) are land acquisition projects **not eligible** for OSLAD grant assistance:

1. Acquisition of land from another public agency (excluding school districts) for public park and outdoor recreation/open space purposes.
2. Acquisition of land where negotiations and/or legal action, including eminent domain, have been initiated by the project sponsor to acquire the property without IDNR approval or in violation of the federal *Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970* (49 CFR 24) or the State *Displaced Persons Relocation Act* (310 ILCS 40 et. seq.), as applicable.
3. Acquisition of historic sites and structures (exceptions may be made only when it is clearly demonstrated that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are secondary to the primary recreation purposes.)
4. Acquisition of museums and conservatories or sites to be used primarily for museums, conservatories or archeological excavations.
5. Acquisition of land to help meet a public school's minimum site size requirement as established by State or local regulations.

6. Acquisition of areas and facilities designed to be used primarily for semi-professional and/or professional arts and athletics.
7. Acquisition of areas and facilities to be used solely for game refuges; fish, animal or plant production purposes and displays; or zoos.
8. Acquisition of areas to be used mainly for the construction of indoor facilities. (Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient area at the site for the development of outdoor recreation facilities to justify the cost of the acquisition.)
9. Acquisition of sites containing luxury lodges, motels, cabins, and similar elaborate facilities which are to be operated by the local agency or a concessionaire to serve the public with food and sleeping quarters.
10. Acquisition of agricultural land where the primary purpose is to preserve the agricultural activity (e.g., demonstration farms).
11. Acquisition of land where the primary purpose is for storm water retention, wastewater treatment, etc.
12. Acquisition of land where the purpose is for a future golf course. (Please note: acquisition of property that contains an existing golf course is eligible.)

B. Development

The following types of development/construction projects (non-inclusive) are **not eligible** for OSLAD assistance. Nonetheless, such facilities may be constructed on OSLAD assisted land, **IF** compatible with the primary outdoor recreation use(s) made of the area **AND APPROVED** by the IDNR.

1. Restoration or preservation of historic structures. However, development of outdoor recreation facilities and their support facilities in conjunction with historical structures or sites may be eligible for OSLAD assistance. (Such facilities must be in accordance with the National Historic Preservation Act of 1966, if the development is adjacent to or on a site listed on the National Register of Historic Places.)
2. Development of areas and facilities to be used primarily for semi-professional or professional arts and athletics, such as outdoor theaters, stadiums, rodeo arenas, or similar facilities.
3. Development of outdoor recreation specialty facilities such as theme parks, fee-based golf courses (regulation and miniature) and driving ranges, amusement facilities (such as carnival rides and children's railroad), "pioneer towns", livestock and produce exhibit facilities, convention facilities, commemorative exhibits/memorials; or the construction of facilities that are judged only marginally related to outdoor recreation.
4. Construction of, and furnishings for, employee residences.
5. Construction or renovation of park lodges and non-austere camp buildings/cabins. However, cabins and group camp dormitories of a simple,

unadorn design may qualify for OSLAD assistance. If the group camp facilities are to be designated for specific groups or if specific groups will be given priority, the facilities are not eligible for grant assistance and may not be constructed on lands acquired with OSLAD assistance.

6. Support facilities, such as roads and sewer systems, exclusively to serve ineligible facilities. However, if the support facilities will serve both eligible and ineligible facilities, OSLAD assistance may be provided for that portion of the support facility, on a pro rata basis, that will serve the eligible facilities.
7. Projects consisting solely of infrastructure costs or a support facility. Dredging of existing ponds are not allowable.
8. Development of conservatories and nature or geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area.
9. The development of athletic facilities designed for interscholastic use, such as stadiums, running tracks, and athletic fields with more grandstands or bleacher seating than would normally be required for non-interscholastic athletic use.
10. Indoor recreation facilities or recreation facility enclosures (e.g., enclosures for swimming pools, tennis courts, ice skating/hockey rinks, etc.)
11. The development of outdoor recreation facilities and support facilities to be used exclusively by disabled persons.
12. Facilities at a zoo for the purpose of housing, caging, displaying, or caring for animals. However, facilities that clearly contribute to the outdoor recreation use of the zoo area, such as interpretive facilities, landscaping, picnic facilities, and walks, may be eligible for OSLAD assistance.
13. Bike path and snowmobile trail *development projects* and related amenities that are eligible for funding consideration under the Illinois “Bike Path” and “Snowmobile” grant program administered by IDNR.
14. Proposed development projects on property where the local project sponsor does not have adequate “control and tenure” of the property for the intended project use by the OSLAD application deadline date (i.e., July 1) are not eligible for funding consideration unless an exception has been granted otherwise by the IDNR **prior to** the application submittal.
15. The development of sled and toboggan hills, unless the project construction and costs are significant (more than the moving of dirt to create a hill). Contact staff for prior approval.

IV. Allowable Costs

A. Basic Concept

The OSLAD Grant Program provides two options for payment on development grants (see prior information on page 6) and as a reimbursable grant program for acquisition grants. To be eligible for grant assistance, costs other than engineering and design costs must

be incurred within the project period, stipulated by a signed project agreement.

B. Development, Rehabilitation, and Maintenance

Upon receipt of a signed project agreement provided by the Illinois Department of Natural Resources, development and acquisition costs are eligible for reimbursement and are incurred at the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (contract execution date through contract expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

C. Acquisition

Acquisition costs are eligible for reimbursement **if incurred during the grant contract period** and are considered incurred on the date when the earliest of any of the following takes place:

1. Participant accepts deed, lease (the lease must be for the minimum of 25 years and be non-revocable) or other conveyance
2. Participant makes full payment for the property
3. Participant makes first payments in a series of payments

Costs of acceptable appraisals and valid incidental costs for the project are eligible for reimbursement only if the grant is approved.

All eligible acquisitions should be done under an approved grant contract. The acquisition must still be completed using state compliance guidelines.

D. Donations & In-House Labor

IDNR encourages the donation of land, cash, materials and labor contributions by non-government, private parties. The value of labor contributions by non-government, private party entities may not be used as any of the project sponsor's share of project costs. Equipment is not allowable as a donation expenditure.

The value of donated real property shall be established by two independent appraisers. The IDNR will review the narrative analytical appraisal and, if disputes arise as to certified market value, the property will be re-appraised by another appraiser chosen by IDNR. Project sponsors will pay for the appraisals, which are eligible for reimbursement. Appraisers will be selected by the local sponsor. If the appraisal is acceptable, the certified market value of a donated parcel can be used as all or part of the matching share. Land transfers from one public agency to another are not eligible.

If there are any questions concerning these procedures, please contact:

Illinois Department of Natural Resources
Office of Grant Management and Assistance
Email: dnr.grants@illinois.gov

Labor may be contributed by professional and technical personnel, consultants, and skilled labor for governmental units only. **“Administrative” labor is not eligible.** Each hour of service may be counted as part of the governmental sponsor's matching share if the service is part of an approved project. Documentation of their hourly wages will be required.

E. Planning

In cases where the assistance of an architect, landscape architect, consultant, planner, or engineer is required for a project, no more than 15.25% of the costs may be borne by program funds. To be eligible for reimbursement, planning costs must reflect actual grant work that was performed. **Planning work is not eligible as a stand-alone project.**

V. ADMINISTRATION

A. General Responsibility

The Office of Grant Management and Assistance will administer the OSLAD program and ensure both the successful performance of the project and the continued operation and maintenance of aided facilities for public recreational use. The IDNR Office of Grant Management and Assistance will also inspect projects to ensure compliance with the intent of the program. In addition, IDNR has developed criteria and procedures for selecting projects for funding from OSLAD.

B. Eligible Applicants

Any of the following local government agencies are eligible for OSLAD assistance:

1. Municipalities, Townships and Counties
2. Park Districts
3. Conservation Districts
4. Forest Preserve Districts

Other local government agencies not listed above but having statutory authority to acquire and develop lands for public park and outdoor recreation purposes may also be eligible for OSLAD consideration. Contact the IDNR grant staff to verify an agency's eligibility status if unsure

* Please note: Universities and other schools are NOT eligible for assistance.

C. Applicant Responsibilities

1. Accessibility

One of the goals of the OSLAD program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with OSLAD monies must conform to standards outlined by the Americans with Disabilities Act of 1990. https://www.ada.gov/2010ADASTandards_index.htm

2. Ownership

The local agency must possess adequate "control and tenure" over the project site (fee simple title or other property interest such as a lease or easement) to ensure compliance with the outdoor recreation use requirements of the OSLAD program for a period of time commensurate with the OSLAD program amortization schedule, unless approved otherwise by the IDNR. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when Illinois statute prohibits a unit of government from entering into a lease, etc. for such a length of time OR other circumstances beyond the control of the project sponsor prohibit such arrangements.

3. **Conflict of Interest**

If the project sponsor is a local government, no official or employee of the local government who is authorized in his/her official capacity to negotiate, make, accept, approve or take part in decisions regarding a contract or subcontract in connection with an approved OSLAD grant project shall have any financial or other personal interest in that contract or subcontract.

No person performing services for a local government in connection with an approved OSLAD grant projects shall have a financial or other personal interest other than his/her employment or retention by the local government in any contract or subcontract in connection with said OSLAD grant project. No officer or employee of a person retained by the local government shall have any financial or other personal interest in any real property acquired under an approved OSLAD grant project unless that interest is openly disclosed on the public records of the local government and that officer, employee or person has not participated in the acquisition for, or on behalf of, the local government.

D. Project Evaluation

Local project applications are evaluated on a competitive basis since funding available through the OSLAD program is typically not sufficient to provide funding assistance for all local acquisition and development project needs in the State. Funding priorities are determined by several factors that have been established through the IDNR's statewide outdoor recreation planning process. The following criteria will be used by the IDNR for evaluating and ranking grant applications. Each criterion indicates the weighting that will be given to that criterion.

1. **Statewide Outdoor Recreation Priorities and Project Need - 60%**

- a. 35% is based on the extent to which the project addresses the following major outdoor recreation/conservation priorities identified in the state plan:
 - i. *protection or enhancement of a State or locally significant natural area, or threatened/endangered species habitat, or an area identified in a Conservation 2000 Partnership Plan;*
 - ii. *protection or enhancement of significant wildlife habitat;*
 - iii. *protection or enhancement of natural wetland areas;*
 - iv. *promoting conservation education opportunities;*
 - v. *promoting recreational use of Illinois' surface waters;*
 - vi. *promoting adaptive reuse of properties for open space and park purposes;*
 - vii. *interagency cooperation in providing and/or effectively utilizing local recreation resources;*
 - viii. *enhancing recreational opportunities for minority and less affluent populations;*
 - ix. *use of resource conservation elements and/or native landscaping.*
 - x. *promoting hunting on the subject property;*
 - xi. *enhancement of long distance trail corridors or water trail corridor.*

- b. 25% is based on a local "needs assessment" or comparison of 1) the existing supply of recreational facilities per capita for the proposed project component(s) to a statewide median as calculated by the IDNR in its statewide planning process; and 2) the existing supply of local open space/parkland acreage, measured in acres/1000 population for particular park types (e.g., neighborhood, community parks, etc.), to

the statewide median; and 3) the availability of similar park facilities within the proposed project site's service area.* If multiple entities overlap or share the same boundaries within a community, all existing facilities are considered.

- * The current statewide average for the supply of local open space and parkland acreage according to the Illinois Recreation Facilities Inventory (IRFI) is approximately 11.35 ac/1000 population for overall community parkland acreage and approximately 52.69 ac/1000 population for regional parkland acreage. The DNR uses criteria that approximately 20% of local parkland/open space acreage should be allocated to neighborhood or mini-park facilities serving an area up to ½ mile radius and approximately 80% allocated to community parks serving a community-wide area or up to 2 mile radius in high density urban areas.

A local/regional acreage standard or goal lower than the above indicated statewide median figures may be accepted by the IDNR for a given locality if the variant standard is supported by that agency's comprehensive recreation plan. Verification of a different local/regional acreage standard or goal should be submitted to the IDNR as part of the OSLAD application.

- i. Priorities for OSLAD acquisition assistance will be given to local agencies with less acreage than the statewide median for the particular type of park and recreation facilities being proposed in the application.
- ii. Priorities for OSLAD development assistance is given to local agencies having a park system (supply) that meets or exceeds the current statewide median based on acres/1000 population, parkland diversity and distribution, and where a deficiency of the proposed recreation facilities exists.

Consideration is given to projects that provide the first and only park site in the service area, if the site is the first passive or active site in the service area or if the project provides a brand new recreational element to the service area.

2. **Local Planning - 10%**

Consideration is given to projects identified in or consistent with adopted local plans AND where direct public participation in the planning process and/or project proposal is clearly evident. Current plans (less than 5 years old) and grass-roots public participation in the planning process are highest priority. To be fully considered as an acceptable planning document, basic elements such as an overall needs assessment, current facilities inventory and direct constituent input should be included.

Please refer to IDNR's Community Park and Recreation Planning guide (www2.illinois.gov/dnr/AEG/Pages/PlanningDevelopmentFacilityGuides.aspx) for detailed information on planning. It is recommended that a series of public meetings be held for the proposed project. Any additional sources of public input (referendums, surveys, open houses, fundraisers, etc.) are also strongly encouraged.

Projects not identified in local plans that represent unique or unforeseen opportunities are given partial credit IF the proposal is generally consistent with local recreation/open space objectives and strong public support is evident.

(NOTE: The level of public involvement and support for a project is a critical factor considered under this evaluation category.)

3. **Site Characteristics and Development Plan - 25%**

Projects are evaluated primarily in terms of the project site's suitability for the proposed recreation uses including considerations of 1) physical characteristics such as terrain, drainage, adjacent land uses, soil conditions, vegetation, etc.; 2) site accessibility factors including safe pedestrian, bicycle and vehicular access and sufficient parking; and 3) overall site plan considering such factors as creativity, sensitivity to environmental factors, diversity of recreation opportunity, and neatness.

Projects are considered diverse if there is more than one recreational element proposed. The more diverse projects tend to score higher, especially if the recreational elements are of high need based upon criteria stated in Illinois Recreational Facilities Inventory. All components that formulate a single recreational element are considered one element. For example, site grading, seeding, fencing, dugouts, scoreboard and bleachers are all counted as one element and that is baseball. All components of a play area such as swing sets, climbing walls, jungle gym bars, modular play units, etc. are all counted as one element and that is a playground.

The site development plan submitted should be accurate, neat and show good design.

Infrastructure costs are considered and if these costs are higher than 40% of the total project costs, points will be deducted.

4. **Project Special Considerations - 5%**

The following are also considered in the evaluation of projects:

- i. Project creates a park universally designed to meet everyone's needs, ages, and mobility and where **all equipment and the park itself** is handicap-accessible (does not include a project that would create a park where only some equipment or only the park itself is handicap accessible).
- ii. Projects involving voluntary, third party donations of land or cash ($\geq 50\%$ of local share) as part of the project scope.
- iii. Projects providing initial access to, and development of, an undeveloped park site.
- iv. Projects that are part of the overall economic development of an area.
- v. Previous amount of OSLAD assistance awarded to the local agency (fair share factor).
- vi. Projects being undertaken by newly established recreation agencies or incorporated municipalities (5 years old or less)
- vii. Projects improving or increasing necessary recreation opportunities in high density urban areas.

5. **Project Penalty Considerations**

A local agency may be penalized during project evaluation *for failure to contact and discuss the proposed project application with IDNR grants staff prior to application submittal, as requested*, AND for poor performance in: 1) the execution of previous OSLAD projects; or 2) responding to IDNR requests for necessary application information; or 3) ability to maintain existing recreation/public facilities; or 4) providing required post-completion compliance certification information regarding prior grant projects.

Applications for funding assistance will not be considered by the Department if 1) an unresolved program violation exists relative to a previous grant project; or 2) the local applicant has failed to provide local recreation facilities information as requested by the Department for the Illinois Recreation Facilities Inventory (IRFI).

E. Notification of Award

The Director of the Department of Natural Resources, with his staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning OSLAD grant awards. Once a decision has been reached, awarded projects will be announced.

F. Receipt of Grant Payment

The OSLAD program operates on a matching basis, providing an advance payment of 50% for development projects only (unless opting out of advance payment) of the grant award shortly after grant agreements are fully executed. No project costs can be incurred until after IDNR approval, with the exception of preliminary engineering and design costs. After project approval and allocation of a fixed grant amount for the project, the local agency must proceed with and complete the proposed acquisition or development project within the 2-year timeframe. Payment of all costs must occur before submitting an additional partial or a final project billing request to the IDNR for reimbursement. Processing of project billings and transmittal of approved grant reimbursement to the local agency takes approximately 30 - 45 days following approval of the billing request by the IDNR.

G. Matching Requirements

Project sponsors will be reimbursed up to 50 percent (100% in FY23 if a distressed community) of the total cost of acquisition or development up to the approved grant amount. The remaining share of the project costs will be borne by the project sponsor.

H. Project Billing Requirements

Project agreements include as a part of Exhibit B the Implementation and Billing Requirement Packet that includes forms and directions on how to partially or completely bill on a project. All awarded grants must provide a Billing Certification Statement and return any unused grant fund within 45 days of the grant expiration date. Awarded grants must also provide a final billing to the IDNR within one year of the ending date of the grant. Failure to do so will jeopardize the project reimbursement.

VI. AVAILABILITY TO USERS

Projects acquired, developed and rehabilitated with OSLAD assistance shall be open to all persons regardless of race, color, religion, creed, gender, national origin, age, or disability. This also applies to any lessee or licensee operating within the project area or providing a service to the public including concessions and accommodations.

A. Use Limitations

Project sponsors may impose reasonable limits, with prior state approval, on the type and extent of use of areas and facilities acquired or developed with OSLAD assistance when such a limitation is necessary for maintenance or preservation.

B. Access

The IDNR shall have access to OSLAD grant assisted facilities at all times for inspection purposes to ensure the project sponsor's continued compliance with the OSLAD guidelines.

C. Concessionaires

Project sponsors may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities for dispensing food to the public and/or any other services as may be desired by the public and the project sponsor for enjoyable and convenient use of the OSLAD grant assisted site. However, the possession, sale, or consumption of alcoholic beverages on OSLAD grant assisted sites is expressly prohibited.

D. User Fees

User fees are permitted at areas and facilities assisted with program funds; however, they are discouraged. If it is deemed necessary by the project sponsor to levy fees for use of the project facilities, prior approval from the IDNR must be received for the proposed fee schedule. Justification for charging a fee must clearly document that the existing operation and maintenance budget of the project sponsor is not sufficient to cover the cost of properly operating and maintaining the project facility. All fees received must be deposited in a separate account to be used for project facility operation and maintenance as well as future improvements to the facility.

E. Non-Residents

Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that the reasonable differences in admission or other fees may be maintained on the basis of residence however may not be more than twice the amount charged to residents.

VII. IMPLEMENTATION OF AN APPROVED ACQUISITION PROJECT

After an acquisition project is approved by the IDNR for grant assistance, a Project Agreement outlining approved project costs, maximum grant funds obligated to the project and program compliance responsibilities is issued as well as general instructions for proceeding with the project acquisition.

The local project sponsor is also instructed at this time to commence with necessary appraisal work as outlined below to determine the "market value" of the proposed project site. Once IDNR has reviewed the appraisal(s) and approved a "market value" for the project site(s), the local agency is authorized to proceed with an "offer to purchase" the project property.

Any acquisition costs incurred prior to IDNR authorization are ineligible for OSLAD assistance. Acquisition costs are considered incurred by the local agency on the date when 1) deed, lease or other appropriate conveyance is accepted; or 2) when first partial payment or full payment is made on the project property or to an escrow account/agent for the property. In addition, no purchase agreements, options, etc. should be entered into, nor negotiations begun until the IDNR approves such action. Only purchase agreements/options that have been properly executed within the **six months** prior to the deadline date of the grant program, will be eligible. Entering into options or other type of purchase agreement prior to IDNR approval could cause project ineligibility.

Acquisition projects must proceed in compliance with the federal "*Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*", (PL91-646) or the State *Displaced Persons Relocation Act* (310 ILCS 40, et.seq.), as applicable. Detailed instructions and guidance regarding

project implementation are provided by the IDNR at the time of project approval notification. In general, implementation procedures for approved acquisition projects are as follows:

- A. At least one "self-contained narrative" appraisal is required for each parcel to be acquired (in some instances if the land value is questioned or a very dynamic market exists or appraisal methodology/documentation is suspect, two appraisals may be required at the option of the IDNR). For ALL project acquisitions where 50% or more of the land's value is being donated as all or part of the required local match on an approved OSLAD project, two (2) "self-contained narrative" appraisals are required. Appraisals must be prepared by a qualified (state licensed) appraiser approved by the IDNR. (With the project application, the local applicant must submit the qualifications of two appraisers for IDNR review). The required appraisal(s) must comply with specifications provided by the IDNR at the time of project approval notification. Completed appraisals must be submitted to and approved by the IDNR prior to the local agency initiating acquisition negotiations. Appraisals not meeting IDNR specifications will be returned for necessary revisions or, if necessary, a second appraisal may be required as noted previously. After the market value for each project parcel has been established through an acceptable appraisal and approval received from the IDNR, the local agency must make a formal written offer to the property owner(s) offering the amount established as market value. Failure to offer market value to the seller or show proof of "good faith negotiations" is in conflict with the referenced state and federal laws and can jeopardize grant eligibility. If an agreement to purchase is reached with the seller, a closing is arranged and fee simple title conveyed to the local agency. No land rights or reservations can be retained by the seller unless approved by the IDNR.
- B. If the market value offer is refused and a mutually acceptable negotiated settlement cannot be reached, Eminent Domain proceedings may be initiated. Please note that IDNR concurrence must be obtained prior to the local agency initiating such action.
- C. If the project acquisition involves any type of relocation of individuals, families, personal property, farm operations, not-for-profit organizations, businesses, etc., the local agency must comply with guidelines specified by the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) or the State Displaced Persons Relocation Act (310 ILCS 40, et.seq.). (See pages 51 - 52 for general requirements on relocation assistance.)
- D. The local project sponsor must also provide periodic "progress reports" to the IDNR (January 1, April 1, July 1 and October 1) regarding project status. Status reports are MANDATORY. Failure to submit reports may jeopardize grant reimbursement.
- E. After acquisition is completed and title to the project property secured, the local agency must submit a billing request to the IDNR for OSLAD grant reimbursement. Reimbursement is based upon 50% (100% in FY23 for distressed communities) of the appraised market value of the property(ies) (or actual purchase price in the case of surplus school property) or the approved OSLAD grant award, whichever is less. In the event of eminent domain, the Judgment Order establishes just compensation (market value) in determining reimbursement IF sufficient grant funds obligated to the project are available.

An acceptable billing request includes the following documents:

1. Signed Acquisition Project Billing Form and Certification Statement,
2. Copy of recorded Deed (preferable warranty) (OSLAD Declaration of Use Restriction and covenants on property deed must be incorporated) (*Judgment Order & Condemnation Petition for “eminent domain” cases*),
3. Title Insurance Policy in the amount of the CMV for the acquired property,
4. Parcel Tabulation,
5. Evidence of written market value offer to seller or other proof of “good faith negotiations”,
6. Copy of canceled check as proof of payment,
7. Executed Title Affidavit,
8. Copy of final plat map signed by local agency,
9. Photograph of grant acknowledgment sign at site,
10. Statement of Just Compensation and/or Waiver of Rights to Just Compensation, and
11. Declaration of Use Restriction and Covenant on Property Deed.

F. To ensure expedient completion, acquisition projects generally proceed in accordance with the timelines example shown below:

ACQUISITION PROJECT TIMELINE EXAMPLE

RESPONSIBILITY OF	TASK DATES	TASK
Local Agency	Aug 1 – Oct 1	Grant application submitted to IDNR
Local Agency	Aug 1 – Oct 1	Appropriate submittals to Areawide Clearinghouse and IL Dept. of Agriculture, if applicable. (simultaneous with full application submittal to IDNR Grants)
IDNR	Oct - Dec	Staff review for application deficiencies
Local Agency & DNR	Dec - Jan	IDNR review of applications
Grant awards may be announced anytime within the year following submittal. It is imperative that property not be acquired prior to official authorization from IDNR. This includes the entering into of options, contracts, condemnation proceedings, or other types of action that commits the local agency to acquire the land. Projects violating the above could become ineligible for assistance.		
RESPONSIBILITY OF	TASK DATES	TASK
IDNR	Jan - Mar	Possible project approval (or disapproval) notification and timeline start date for approved projects. Project Agreement issued to local agency authorizing approved grant and local agency instructed to initiate necessary appraisal work.
Local Agency	May - June	Completed appraisal(s) submitted to IDNR
IDNR	Jun - July	Appraisal(s) reviewed and when acceptable, local agency authorized to make written offer of approved Market Value and transmit Summary and Offer to Purchase (S & O) form to property owner, (Necessary forms and acquisition instruction will be provided by the IDNR)
Local Agency	July - Aug	Local agency submits to IDNR evidence that CMV has been offered to property owner
Local Agency	Nov - Dec	Local agency must notify IDNR whether land to be acquired has been 1) closed at CMV, 2) closed at negotiated price, or 3) condemned under Eminent Domain and copy of complaint submitted to the IDNR
Local Agency	Within next 3 months	Acquisition completed and reimbursement billing request submitted to DNR. (Acquisitions involving condemnation, excluded)

NOTE: Projects involving the displacement of any persons or businesses must contact the IDNR grant staff for additional information regarding relocation procedures. Relocation payments to displaced persons or businesses must be completed within 6 months following project property acquisition in order to be considered for OSLAD grant eligibility.

VIII. IMPLEMENTATION OF AN APPROVED DEVELOPMENT PROJECT

Once a development project is approved for OSLAD assistance, a Project Agreement (grant contract) will be issued to the local project sponsor outlining the approved project scope and costs, grant amount, and program compliance responsibilities. The approval date indicated on the Project Agreement commences the project period for which incurred project costs are eligible for OSLAD assistance. Development costs incurred prior to the designated project approval date, with the exception of necessary architectural/engineering fees*, are ineligible for OSLAD assistance. Development costs are considered incurred on the date construction contracts are signed or actual physical work starts on the project site (including ground clearing, material delivery to the project site, etc.).

* (Costs for site investigation, preliminary design and cost estimates, and construction drawings and bid specifications necessary for proper construction of an approved project may be eligible for assistance although incurred prior to IDNR grant approval.)

In general, development project implementation procedures are as follows:

- A. Project work (construction) may be accomplished using any of the following methods or combinations thereof; however, it is recommended that whenever possible work be accomplished by competitively bid contracts:
1. publicly advertised and competitively bid contracts;
 2. direct procurement of "small" material purchases and/or hired labor (must be in accordance with local agency procurement procedures); and
 3. "force account" labor (using local agency in-house employees).

NOTE: Donated labor and/or equipment may be used in completing a development project but are NOT eligible for grant reimbursement.

- B. Development projects usually require the preparation of detailed work drawings and specifications. After IDNR grant approval, the local agency should immediately proceed with such drawings and specifications. The use of professional park planning consultants in the formulation of detailed project design and specifications is encouraged and eligible for 50% (100% in FY 23 distressed communities) OSLAD reimbursement up to a maximum of 15.25% of the total, eligible construction costs.

A local agency may use its own architectural or engineering staff to complete such design work if they possess the necessary skills and qualifications. The cost for such in-house "force-account" work is also eligible for 50% (100% in FY23 for distressed communities) assistance up to a maximum of 7.5% of the total, eligible construction costs.

Working plans and specifications shall be made available, upon request, to IDNR representatives for review either prior to advertising for bids or the construction start date, or during on-site construction inspections and compliance reviews. **Projects involving construction of a playground must submit final working plans and specifications for the playground to IDNR grants staff for review to help ensure current accessibility and safety factors are addressed.** These are in addition to plans submitted with the application to OSLAD. Failure to submit playground plans prior to purchase and/or installation may cause them to be ineligible expenses.

For projects involving the construction or rehabilitation of public swimming facilities, the local agency must also contact the Illinois Dept. of Public Health for review and approval of specifications and work drawings prior to advertising for bids.

Contact: Illinois Department of Public
Health Division of Engineering
535 West Jefferson
Street Springfield,
Illinois 62761 Tele:
217/782-5830

- C. For all development projects, the local agency must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. IDNR may request documentation from the local agency to verify compliance with the applicable state statutes.
- D. The local agency shall follow its own requirements relating to bid guarantees, performance bonds, and payment bonds. However, for contracts exceeding \$100,000, the IDNR strongly encourages the following minimum requirements:
1. A "bid guarantee" from each bidder equivalent to 5% of the bid price.
 2. A "performance bond" on the part of the contractor for 100% of the contract price. A "performance bond" is one executed in connection with a contract to ensure fulfillment of all the contractor's obligations under such contract.
 3. A "payment bond" on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- E. The local agency should also incorporate/address the following in all construction contracts awarded on approved OSLAD projects:
1. Contracts should contain such contractual provisions or conditions that will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.
 2. Contracts should contain suitable provisions for termination by the local agency including the manner by which it will be affected and the basis for settlement. Such contracts shall also describe conditions whereby the contract may be terminated because of circumstances beyond the contractor's control.
 3. Contracts should include language ensuring that the contractor possesses adequate liability insurance (\$1,000,000 minimum) and abides by state and federal labor laws relating to 1) fair employment practices; 2) prevailing wages; 3) worker compensation; 4) preference to Illinois laborers; 5) bid rigging and bribery of state officials; and 6) sexual harassment and drug-free workplace policies.

4. All construction contracts awarded by the local agency should include a provision to the effect that duly authorized State government representatives shall have access to any documents, papers and records of the contractor for the purpose of making audit, examination, excerpts and transcriptions.
- F. During the course of development, it may become necessary to change scope, plans and/or specifications. The local agency shall obtain IDNR approval for any project change orders that represent significant deviations from the approved plans or anything over a 10% change in an approved GATA budget line. Change orders should be made a part of the project file and kept available for audit. All change orders that total +/- \$10,000 must have IDNR approval prior to execution. *For change orders in excess of the \$10,000 amount (pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to the Illinois DNR by the local agency that such a change order was not reasonably foreseen at the time of initial construction contract execution.* Failure to comply is a Class 4 felony.
- G. During construction, IDNR staff may make on-site inspections, as deemed necessary in relation to the scope of the project, to check progress and compliance with all applicable laws and construction specifications. The local project sponsor must also provide periodic “progress reports” during the course of the project to the IDNR regarding project status. It is the local agency's full responsibility for determining when all project construction has been satisfactorily completed and is ready for IDNR final inspection and acceptance. Projects involving the construction or rehabilitation of a public swimming facility must also contact the IL Dept. of Public Health for final inspection and acceptance and those certificates must be provided to IDNR prior to project close-out.
- H. All playground equipment purchased and installed with OSLAD assistance should conform to guidelines outlined in the Handbook for Public Playground Safety, Publication #325, U.S. Consumer Product Safety Commission (CPSC.gov), Washington, D.C. 20207 and playground safety standards adopted by the American Society for Testing and Materials International (ASTM), 100 Barr Drive, PO Box C700, West Conshohocken, Pennsylvania, USA 19428-2959 (ASTM.org) detailed in publications F1487 - Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use, F1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment. As previously noted in Item B, final construction plans and specifications for grant-assisted playgrounds must be reviewed by IDNR grant staff prior to construction or solicitation of bids.
- I. Billing requests for grant reimbursement may be processed each quarter after the initial advance payment option and required match percentage has been expended. An “Agreed Upon Procedures” report by a CPA firm must be completed each time. Only costs incurred during the specified “project period” indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. **The Billing Certification Statement and any return of advanced funds must be submitted within 45 days of the ending date of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.**

The following documentation is required for the project billings:

1. One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17 (Final billing only)**).
 2. Completed “Development Project Billing Form”.
 3. Costs claimed on the “Development Project Billing Form” must be reviewed and attested to by an independent CPA⁽¹⁾ in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the “Agreed Upon Procedures” developed by IDNR. A copy of the document completed by the independent CPA based on the “Agreed Upon Procedures” must be submitted along with both Schedules.
NOTE: The cost of having the independent attestation of the Project Billing conducted is considered an eligible project cost and may be claimed for 50% or 100% grant reimbursement.
 4. Schedule of Professional Services and Publicly Bid Contracts.
 5. Schedule of Project Expenditures. (This should include any payments made on the above referenced schedule).
 6. Project Performance Report that explains the specific work completed during the project.
 7. Any Force Account Labor or Force Account Materials summaries.
 8. Projects involving construction or rehabilitation of public swimming facilities should submit verification of Illinois Department of Public Health inspection and acceptance.
- J.** To ensure expedient completion, development projects generally proceed in accordance with the schedule shown on the following pages.

It is recommended that the CPA firm that conducts the Grantee’s regular agency-wide audit be used for this purpose.

DEVELOPMENT PROJECT SCHEDULE

RESPONSIBILITY OF	TASK
Local Agency	Grant application submitted to IDNR
IDNR	Staff review for application deficiencies
Local Agency & IDNR	DNR Review of applications
<p>After review, project awards are typically announced the first half of the following year. It is imperative that work not commence on development projects prior to official notification from the IDNR. This includes the entering into of contracts, or other types of action which commits the local agency to develop the land. Projects violating the above could become ineligible for assistance.</p>	
RESPONSIBILITY OF	TASK
IDNR	Project approval (or disapproval) notification and timeline start date for approved projects.
IDNR/Local Agency	Project Agreement issued to local agency outlining approved cost and grant amount.
Local Agency	Project working drawings and specifications completed to advertise project for public bid or to complete by "force account" and non-bid method.
Local Agency	Donation appraisal (if applicable) submitted to IDNR. Local agency will be notified of subsequent schedule for donation appraisal approval.
Local Agency	Local agency proceeds with bid advertisement or submits "force account" labor and material cost estimates for completing project to IDNR for review and acceptance.
IDNR	IDNR completes review of local "force account" cost estimates and local agency notified to proceed with construction.
Local Agency	Contractor's bids due to local agency.
Local Agency	Local agency reviews bids and selects best qualified low bidder for contract construction work.
Local Agency	Local agency awards construction contracts.
Local Agency	Approximate start date for project construction.
Local Agency	Project completed, notify IDNR.
IDNR	IDNR staff inspects completed project.
Local Agency	Local agency submits documentation to a CPA firm for completion of "Agreed Upon Procedures".
Local Agency	Submits reimbursement billing request information to IDNR.
IDNR	IDNR processes local agency billing request and grant reimbursement check forwarded to local agency.

IX. IMPLEMENTATION OF A COMBINATION PROJECT

The previous section explains how to implement a development project, which is the majority of a combination project. Combination projects also include the acquisition of land through donation. The actual transfer of ownership of the donated parcel(s) may take place at any time during the project time period. Two appraisals for the donated property should be submitted soon after the grant award, for certification by IDNR. The local sponsor will be notified of the certified market value by letter.

When the project is completed, additional information for the donated parcel(s) must be included in the billing reimbursement request. These documents are listed below.

- A.** Combination billing form (as opposed to the development billing form).
- B.** Copy of the Recorded Deed (preferably warranty) and required deed restriction/covenant language.
- C.** Title Insurance Policy showing fee simple title vested in the project sponsor and insured to the full CMV of the land and improvements thereon, at the time of the appraisal.
- D.** Executed Title Affidavit form.
- E.** Completed Billing Certification Statement.

OSLAD Compliance for Approved Projects

General OSLAD Compliance Requirements for Approved Projects

A. Use of OSLAD Assisted Land for Outdoor Recreation

Property acquired or developed with OSLAD grant assistance SHALL NOT BE UTILIZED OR DEVELOPED FOR ANY USE OTHER THAN PUBLIC OUTDOOR RECREATION as stipulated in the signed Project Agreement and in 17 IL Adm. Code 3025 and 3030. Land acquired with OSLAD assistance shall be operated and maintained, in perpetuity, for public outdoor recreation use. All farming operations and non-recreation uses shall cease. Sites receiving only OSLAD development grant assistance shall be bound by the herein stated outdoor recreation use requirement for the period of time specified below for the related amount of OSLAD funds expended on the project.

<u>Total Grant Expenditure</u>	<u>Final Grant Payment</u>
\$0 - \$50,000	6 years
for every \$25,000 increment over \$50,000	add 1 year

The extent of land included under the non-conversion provisions of the OSLAD program for an approved project is determined at the time of project approval and delineated on an approved "project boundary" map attached to the Project Agreement. Regardless of the amount of grant assistance provided, the approved "project boundary" area shall, at a minimum, consist of a viable outdoor recreation area capable of being self-sustaining without reliance upon additional recreation areas. Except in unusual cases where it can be shown that a lesser unit within a larger park/preserve site is clearly a self-sustaining outdoor recreation resource comprising a logical management unit, the "project boundary" will encompass the entire park/preserve area of which the project site is part. (e.g., grant assistance to improve and/or acquire only a portion of a park site will normally require the entire park site being included within the "project boundary".)

Any conversion of land located within the approved "project boundary" from public outdoor recreation use must have the written approval from IDNR prior to actual conversion. Any conversion that takes place on OSLAD assisted lands constitutes a violation of 17 IL Adm. Code 3025 or 3030, as applicable, and the signed Project Agreement, and requires the local agency to acquire or provide comparable replacement land in lieu of the converted property. The IDNR shall be the sole judge in determining the acceptability of comparable replacement land(s). IDNR grant funding will not be provided to assist in the acquisition of required replacement land.

NOTE: The approved site development plan, submitted with the project application, is also considered a static and binding document. Any major deviations from that approved plan without prior IDNR approval OR failure to initiate development of lands acquired with OSLAD assistance within a three (3) year period (see p. 6) for outdoor recreation use in general accordance with the approved plan may constitute a "conversion" violation requiring mitigation as stipulated herein.

B. Easements

No easements, roadway dedications, leases or other such land encumbrances, including surface disturbance from the extraction of minerals, or actual land transfers shall take place on OSLAD assisted lands per 17 IL Adm Code 3025 or 3030, without prior written approval from the IDNR. If there are plans for any such agreements for exchanges or transfers of land, or the granting of easements or leases, IDNR must be notified prior to the consummation of the agreements. Until the IDNR advises that the exchange or encumbrance has been approved, no action must be taken to finalize the proposed transaction. If said transaction takes place without approval, such action will constitute a "conversion" violation as outlined in Item A above.

C. Project Identification

Acknowledgment of OSLAD assistance at the project site is required. All local project sponsors will receive an 8" x 12" or smaller sign depicting the OSLAD logo prior to the final project billing and grant reimbursement. This sign or similar Acknowledgment furnished by the local agency must be posted at the entrance to the project site per program requirements where it can easily be seen by users and visitors.

D. Record Retention

1. All financial records and related supporting documents pertinent to a OSLAD project must be retained by the local agency for a period of three (3) years following final grant payment. These records shall be retained beyond the three (3) year period if audit findings remain unresolved.
2. For purposes of local record retention, local agencies may substitute digital copies in lieu of original records.
3. All project records shall be available for examination by duly authorized representatives of the Illinois Department of Natural Resources, Illinois Auditor General's Office or the Attorney General's Office for the purpose of making audits, excerpts, and transcripts.

E. Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state OSLAD assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law 65 ILCS 5/8-8-1 et. seq. or 55 ILCS 5/6-31001 et. seq.) 2) by federal requirements (2 CFR 200), or 3) by the grantee's own governing body, as applicable. A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985). Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

F. Project Inspection

Periodic site inspections are made by representatives of the IDNR as required during project execution and after project completion to ensure continued program compliance. The following points are taken into consideration:

1. Retention and Use - Is the property being used for the purpose identified in the approved project agreement.
2. Appearance - Is the property attractive and inviting to the public and the quality of the area being maintained?
3. Maintenance - Is upkeep and repair of facilities adequate? Is there evidence of poor workmanship or use of inferior quality materials or construction? Is vandalism a problem?
4. Management - Does facility staffing/servicing appear adequate?
5. Availability - Is there evidence of discrimination? Is the property readily accessible and open to the public during reasonable hours and times of the year?
6. Signing - Is the area properly signed to allow for user information and safety, and acknowledge OSLAD assistance?

G. Utility Lines on OSLAD Assisted Land

The local project sponsor is expected to take all reasonable steps to bury, screen, or relocate existing overhead utility lines (electric lines under 15 KV) on a project site. Burying existing lines is eligible for reimbursement and can be part of the application. All future electrical lines under 15 KV and other utility wires must be installed underground. If the local agency feels that existing or future utility lines under 15 KV should not be underground, it will be necessary to document the rationale for such a request and receive IDNR approval.

H. Availability to Users

1. Discrimination on the Basis of Race, Color, Creed, National Origin, Sex, Age or Disability

Recipients of OSLAD financial assistance are required to comply with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1988, (P.L. 100-259), and the Americans with Disabilities Act of 1990 (PL 101-336) to the extent that no person in the United States shall, on the grounds of race, color, creed, national origin, sex, age or disability be excluded from participation in, be denied of, or be otherwise subjected to discrimination in any program or activity provided by that agency. Areas affected by these requirements include, but are not limited to, the following:

- a. programming;
- b. facility use, planning and construction;
- c. employment practices;
- d. planning and/or advisory groups; and
- e. fee structures.

A local agency first agrees to comply with the referenced anti-discrimination and accessibility laws when a completed "Resolution of Authorization" (DOC-3) is submitted as part of the OSLAD grant application. This signed form provides the IDNR with reasonable assurance that all requirements imposed by said anti-discrimination and accessibility laws will be met and any non-compliance will be corrected.

Further, once a local agency has received OSLAD assistance, the following additional and continuing administrative requirements must be met:

- a. Notify the public that local programs and facilities are herein after offered and operated on a non-discriminatory basis in accordance with the referenced anti-discrimination and accessibility laws.
- b. Notify the public of the right to file a complaint should any person believe they have been subjected to discrimination as prohibited by these laws.
- c. Establish a procedure for processing discrimination complaints.
- d. Include anti-discrimination, accessibility and equal opportunity statements as well as information regarding methods for filing complaints in all program materials, posters, brochures, contracts, leases, etc., used by or distributed to the general public.
- e. Where an appreciable number of people do not speak or understand English, it may be necessary to prepare printed materials in other appropriate languages or employ bilingual staff in order to inform the non-English speaking community of the availability of programs, facilities and services.
- f. Where private organizations or institutions participate in or utilize the facilities of the local agency, secure a signed assurance from the organization that its program(s) or activity will be operated on a non-discriminatory basis in compliance with the referenced laws.
- g. Make a good faith effort to include minority representatives in the membership of any planning and/or advisory group.
- h. Ensure facility development and maintenance are comparable in all sectors (minority and majority areas) of the community.
- i. Take necessary steps to equalize fees charged for program participation and facility usage throughout the community.
- j. Maintain a file that documents the local agency's efforts to comply with the requirements of Title VI, Section 504 and the Age Discrimination Act. These files may be examined as part of "Non-Discrimination Compliance Reviews" conducted by authorized representatives of the Illinois Department of Natural Resources.

Agencies interested in receiving more detailed information concerning these guidelines may obtain a copy by writing:

Illinois Department of Natural
Resources Equal Employment
Opportunity Officer One Natural
Resources Way
Springfield, IL 62702

2. Discrimination on the Basis of Residence

For properties acquired or developed with OSLAD assistance, discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

Fees charged to non-residents **cannot exceed twice that charged to residents**. Where there is no charge for residents but a fee is charged to non-residents, non-resident fees cannot exceed fees charged for residents at comparable state or local public facilities. Reservation, membership, or annual permit systems available to residents must also be available to non-residents and the period of availability must be the same for both residents and non-residents.

These provisions apply only to the recreation areas listed in the project agreement. Non-resident fishing/hunting license fees are excluded from these requirements.

3. **Accessibility for the Disabled**

All facilities constructed with or later developed on property acquired with State OSLAD assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (April, 1997) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG). <https://www.ada.gov/>

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling 217/782-2864 (Springfield) or 312/814-6000 (Chicago) or at <https://www.illinois.gov/cdb/business/codes/Pages/IllinoisAccessibilityCode.aspx>.

To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202/272-5434 or 800/514-0301 or contact their web site at www.access-board.gov.*

OSLAD Project Application and Implementation Process

1. **APPLICATION PERIOD (as indicated on the NOFO) – SUBMISSION**

The project applicant submits the application to the Illinois Department of Natural Resources (IDNR). Receipt of the application is acknowledged by staff after a desk review is performed. IDNR staff reviews the proposal to determine the applicant's and the project's eligibility. The application is also checked for completeness. If it is found to be incomplete or unacceptable, the applicant will be notified.

2. **SITE VISITS AND REVIEW – (approximately 2-3 months immediately following submission)** All eligible proposals are reviewed by IDNR staff. Site visits are conducted for all proposed projects. Projects are then scored by the review team. When this process is complete, the Director of IDNR reviews and approves the DNR staff funding recommendations.

3. **RECOMMENDATIONS AND APPROVAL**

Project sponsors are notified in writing of the status of the application(s). *Project sponsor may not begin the project until a project agreement is fully executed between IDNR and the project sponsor.* If the proposal(s) is not selected, the applicant will be notified. Applications are not returned.

4. **AGREEMENT**

A contract is signed to assure that the applicant will complete the project within 24 months and be eligible to receive 50% (or 100% in FY'23 for distressed communities) reimbursement. The contract is between the state (IDNR) and the project sponsor. After the signing of the agreement, a copy will be sent to the project sponsor.

5. **PROJECT IMPLEMENTATION**

The project sponsor may proceed with project construction after completing any additional steps required. Procedural instructions will be provided to the grantee. Any change order +/- \$10,000 that occur within a contract bid under this OSLAD grant OR a 10% change within a GATA approved budget line must be approved by IDNR prior to executing the change. Reimbursement requests may be made after funds have been expended.

6. **PROJECT COMPLETION**

The project should be completed within 24 months. A site inspection will be made after the project is complete; IDNR staff may also visit the project at any time during construction. An OSLAD acknowledgement sign must be posted in a conspicuous location when the project is complete. The required sign or specifications for its construction will be furnished by the IDNR.

Grant Application Checklist

The following documents comprise the required local application documents for OSLAD grant consideration by the IDNR. Instructions for completing these forms are provided on the following pages. **All forms will be completed in the AmpliFund Grant Management System.**

- GATA Uniform Grant Application
- GATA Uniform Budget Template
- FORM OS/DOC-1 **General Project Data**
- Form OS/DOC-2 **Acquisition Data**
- Form OS/DOC-2A **Acquisition History and Certification**
- Form OS/DOC-3 **Resolution of Authorization**
- Form OS/DOC-4 **Development cost Estimate**
- Form OS/DOC-5 **Preliminary Relocation Estimate**
- Attachment A-1 **Narrative Statement**
- Attachment A-1a **Narrative Statement Addendum – Swimming Pool Facility**
- Attachment A-2 **Location Map**
- Attachment A-3 **Site Development Plan**
- Attachment A-3a **Floor Plans and Elevation Drawings**
- Attachment A-3b **Playground Drawings**
- Attachment A-4 **Premise Plat Map**
- Attachment A-5 **Environmental Assessment Statement (including CERP)**
- Attachment A-6 **Commitment for Title Insurance, Deed, or Lease Agreement**
- Attachment A-7 **Flood Map**
- Attachment A-8 **Project Justification by Local Plan**
- Attachment A-9 **Appraiser Qualifications (Acquisition and Donation Projects Only)**

Instructions: GATA Uniform Application

1. Agency Completed Section – This section (1-15) either has been or will be completed by the IDNR.
2. Applicant Completed Section
 - a. Applicant Information – (16-21) complete all areas and be sure they are the same as how your information is entered into the GATA registration portal.
 - b. Applicant's Organizational Unit – (22-23) if you are a subdivision of a larger organization include that information here.
 - c. Applicant's Name and Contact Information for Program Matters – (24-31) the information included here is for the person who on a day to day basis can answer questions regarding the status of the grant or any other grant related question.
 - d. Applicant's Name and Contact Information for Administrative Matters - (32-39) the information included here is for the person who is the administrator over the agency and has the authority to enter said agency into contractual agreements. (ie: mayor, executive director, etc.)
 - e. Areas Affected - (40-42) since maps are already a requirement for this application include only written information for the actual location of the project (city, county, multiple counties, etc.). Legislative and Congressional Districts should include both State and Federal information for both the Applicant and the project location.
 - f. Applicant's Project – (43-45)
43 – Enter the project title
44 – Proposed term is: Start Date – Upon Execution End Date – 2 years from application date.
45 – self-explanatory.
 - g. Applicant Certification – (46-54) mark the box “I agree”. The authorized representative should be the same person noted in d. above.

Instructions: GATA Grant Budget Template

Instructions provided by GATU:

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

SECTION A – BUDGET SUMMARY FOR STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

Section A (continued) Indirect Cost Information: (This information should be completed by the applicant's Business Office). If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section- A.

Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule based or programmatic restrictions or limitations. If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

- A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). Note: If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. Note: The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated.

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68).

Note: The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.

Note: the applicant may only use the 10 percent de minimis rate if the applicant does not have an Approved Indirect Cost Rate Agreement. The applicant may not use the de minimis rate if it is a Local government or if your grant is funded under a training rate or restricted rate program.

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. Note: See Notice of State Award for Restricted Rate Programs.

SECTION B – BUDGET SUMMARY FOR NON-STATE OF ILLINOIS FUNDS

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non- State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of “Non-State Funds” should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non- State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 1-17 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items.

SECTION C – BUDGET WORKSHEET & NARRATIVE – (Attach separate sheets)

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

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(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

Instructions: OSLAD Grant Application Forms

OS/DOC-1, General Project Data

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project (limit title to 36 spaces or less). (i.e. Central Park Development)
3. Enter the name, title, address, telephone number, and e-mail address of the applicant's executive officer. Then enter the name, title, address, telephone number, and e-mail address of the person responsible for the day-to-day coordination of the project. This person must be available for contact between 8 A.M. - 5 P.M., Monday through Friday.
4. Mark the project type.
5. Enter name of county and township where project is located. If the project is located in more than one county or township, indicate name / # of each.
6. Enter the federal Congressional District(s) and Illinois Legislative (Senate) and Representative (House) Districts and members' names where project is located.
7. Enter the applicants' jurisdictional population.
8. Enter the most current "Equalized Assessed Valuation" for the applicants' jurisdiction.
9. Enter the applicants annual operational budget.
10. Briefly describe the property to be acquired or facilities to be developed (be specific). Include site location. If proposed project is part of a larger recreational complex, also describe relationship of the proposed project to total park area. Use only the area provided, do not type in "See Attached" in this section or add an attachment.
11. Acquisition projects only. Enter the total estimated cost of the project and amount of OSLAD assistance requested. Estimated appraisal and relocation costs as well as potential archaeological surveying costs must be included in the original application to be eligible for reimbursement. Land acquisition and relocation costs must correspond to amount(s) shown on DOC-2.
12. Development projects only. Enter the total estimated cost of development including design and potential archaeological survey fees, CPA Report Costs, and the dollar amount of OSLAD assistance requested. Since actual development will not begin until the spring following application submittal, cost estimates should be adjusted accordingly.
13. Combination projects (development projects involving land donations). Complete both Item 11 showing anticipated donations value and Item 12 showing estimated development costs. NOTE: Grant assistance requested for Item 10 cannot exceed the grant assistance requested for Item 12. Also, title to the proposed donation property must not be obtained until after DNR grant approval, unless otherwise approved.

14. Enter the source(s) of local matching funds for this project. (*See instruction on OS/DOC-4 for information on the Illinois Finance Authority and potential for low-cost loans to help finance the proposed project.*)
- 14a. Enter the total amount of open space/parkland acreage available for public outdoor recreation use within the local agency's jurisdictional boundary. This figure should reflect ALL available public recreation land and not just those owned/leased by the applicant. Do not include golf course acres, school sites, private clubs or state parks. NOTE: School property, including school playgrounds and ballfields, should not be included unless a lease agreement is in effect between the applicant and the school district. If so, provide a copy of the lease agreement.

Only Forest Preserve Districts and Conservation Districts should include state and federal park acres available within the County.

ALSO, submit a local street map showing the location of ALL recreational land (except school property unless a lease agreement is in effect) and attach a listing (matrix) of the park areas showing name, size and recreation facilities available at each site and whether each site is considered a "*neighborhood*", "*community*" or *other type (classification) of park*. (See example below)

- 14b. Enter amount of recreational land (in acres) owned and/or leased by local agency. Identify those areas on the map submitted as part of Item 14A.
15. If applicable, indicate the applicant's **adopted** goal or standard for public open space/park acreage per 1000 population. *Submit page(s) from local plan/ordinance to substantiate.*
16. For each major recreation facility **proposed** for construction as part of a development project application, or planned as future development in the case of an acquisition project, provide information on the EXISTING SUPPLY of such public recreation facilities (whether managed by the applicant or not) currently available within the applicant's jurisdictional boundaries. The most current Useful Life Criteria document is an addendum to the manual.
17. If any other grant assistance has been previously given or promised for work within the boundaries of the proposed project site, list granting agency, project number and amount of assistance. This should include previous OSLAD funding and federal Land & Water Conservation Fund assistance.

Example Recreational Facilities Matrix

LOCATION/PARK TYPE	SIZE (ACRES)	POOL	GROUP PICNIC AREA	PLAY AREA	BASEBALL FIELD	FOOTBALL FIELD	SOCCER FIELD	TENNIS COURT	BASKETBALL COURT	SKATING AREA	GARDEN PLOTS	PASSIVE AREA	TRAIL	GOLF COURSE	FISHING AREA
MINI-PARKS															
1. Ben Allison Park	2.75			1	1										
2. Crescent Park	0.59											1			
3. Glos Memorial Park	1.30											1			
4. Jaycee Tot Lot	0.40			1											
5. Kiwanis Park	1.00											1			
SUBTOTAL	6.04														
NEIGHBORHOOD PARKS															
6. Crestview Park	10.96			1	2		1	2	2	2					
7. Manone Davis Park	3.20			1	1				1						
8. Conrad Fischer Park	12.87			2	3		1	3							
9. Pioneer Park	4.30			1	1		1		1						
10. Salt Creek Park	10.00		4	1	1										
11. Van Voorst Park	2.80				1		1								
12. Washington Park	3.20			1	2				1						
13. Wild Meadows Park	5.50											1			
SUBTOTAL	58.83														
COMMUNITY PARKS															
14. Berens Park	55.47		3	1	5		3	4	1	2	1	1			
15. Butterfield Park	25.40		3	1	4	1	1	3	1						
16. East End Park	14.52	1	2	1	3		1	4	1						
17. Eldridge Park	41.20			2	1		2	3	2	1	1				1
18. Plunkett Park	16.50			1	3	1	1								
19. Wilder Park	17.22		3	1				4				2			
20. York Commons	10.07	1		1	1		1		1						
SUBTOTAL	180.38														
LINEAR/SPECIAL USE AREAS															
21. Maple Trail Woods	89.26											1	1		
22. Sugar Creek Golf Course	43.32													1	
23. Wild Meadows Trace	48.70			1								1	1		
24. The Abbey	1.89														

SUBTOTAL	183.17														
NON-RECREATION AREAS															
25. Maintenance Center	1.17														
SUBTOTAL	1.17														
OTHER PUBLIC OPEN SPACE															
26. Elmhurst Public Schools (11)	36.90			7	10	2	1								
28. Wagner Community Center	3.97						1		1						
29. Cry Reservoir	9.39											1			
30. Cricket Creek Forest Preserve	165.64			1								1	1		1
SUBTOTAL	215.90														
GRAND TOTAL	645.49	2	15	26	39	4	15	23	12	5	3	11	3	1	2

INSTRUCTIONS: OS/DOC-2, Acquisition Data

(FOR "ACQUISITION and COMBINATION PROJECTS" ONLY)

NOTE: Title to the project property proposed for acquisition (including donation property) MUST NOT be taken by the local project sponsor prior to OSLAD grant approval, unless otherwise approved by IDNR.

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project.
3. List all existing structures on the property to be acquired and briefly describe their condition. Also indicate if anyone is currently residing or storing personal property on the site and the intended disposition and/or use of the structures once the property is acquired. LOCATE AND IDENTIFY ALL STRUCTURES ON THE PREMISE PLAT MAP (Attachment A-4).

If no structures exist, please check the box.

4. As an attachment to OS/DOC-2 provide details of how the estimated land costs were determined and include backup documentation such as an estimated market value analysis.

5. ACQUISITION SCHEDULE –

Code: Code letters are located at the bottom of chart. For Acquisition Projects, code parcels as to the anticipated means of acquisition.

Parcel Number: Assign each parcel to be acquired a number. (A parcel is defined by individual ownership. A project may contain numerous parcels within its scope.)

Acreage: Total acres contained in each parcel.

Est. Acq. Costs: Indicate the estimated value of each parcel.

Relocation Costs: If your project involves the displacement of individuals, families, businesses, farms, not-for-profit organizations and/or personal property, indicate the anticipated costs of relocation for each parcel. (Refer to pages 51 & 52 for additional information.)

5. ACQUISITION STATUS - Complete A, B, C, D, & E as they apply to the project. Any inaccuracies in reporting the acquisition status or entering into any of these actions, excepting leases, prior to IDNR approval may cause OSLAD ineligibility.

6. Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.

Latitude

Longitude

GPS Coordinates (Deg./Min./Sec./Dir.) _____

INSTRUCTIONS: OS/DOC-2,
Acquisition Data Budget Narrative and Cost Analysis

NOTE: Information requested on this form is mandatory and is necessary should this application be awarded a grant.

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project.
3. Acquisition Cost Analysis

Parcel Number: Provide Parcel Identification Number (PIN).

Acreage: Total acres contained in each

parcel. Est. Fair Market Value of Parcel: Provide the FMV for each parcel listed.

Est. Value of Non-Rec Improvements: Provide the value of all non-recreational property improvements on this parcel.

Est. Relocation Costs: If your project involves the displacement of individuals, families, businesses, farms, not-for-profit organizations and/or personal property, indicate the anticipated costs of relocation for each parcel. (Refer to pages 51 & 52 for additional information.)

Est. Grant Eligible Purchase Price: Indicate the estimated grant eligible cost of each parcel. (50% of parcel cost up to grant limits.)

Other Expenses: If the project sponsor is going to provide any additional funds over the grant limit, it should be listed here.

5. Project Cost Narrative

Explain how was the estimated value of this property determined? Was there an Appraisers Opinion of Value? Include name of appraiser or realtor used to determine the property value? What did they use to determine that? Comparative Sales; Highest & Best Use; Surrounding Property; Regional Trends?

Provide a copy of your Appraisers Opinion of Value or other method used to determine your Estimated Fair Market Value.

INSTRUCTIONS: DOC-2A, Acquisition History and Certification

(DEVELOPMENT PROJECTS ONLY)

ACQUISITION HISTORY

For the Project Site(s) planned for development:

- Enter parcel #,
- month and year title was transferred to local agency,
- the method of acquisition for each project parcel.

NOTE: For parcels **acquired within the last two years**, attach a separate sheet describing the method of purchase. Give a history of negotiations and any applicable relocation assistance provided.

For parcels **acquired more than two (2) years ago**, see instructions below regarding "Acquisition Certification" portion of the form.

Provide GPS (Global Positioning System) Coordinates for the site. Ideally, the reading should be taken near the proposed park entrance.

Latitude

Longitude

GPS Coordinates (Deg./Min./Sec./Dir.) _____

ACQUISITION CERTIFICATION

For development projects involving land acquired more than two (2) years prior to the application submittal BUT after January 2, 1971, the local agency must certify that either:

- 1) Acquisition proceeded in accordance with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (P.L. 91-646); **OR**
- 2) Acquisition occurred prior to January 2, 1971; **OR**
- 3) At the time of acquisition or last known displacement there was no intention or plans on the part of the local agency to apply for OSLAD development grant assistance.

Completion of the "Acquisition Certification" portion of this form provides the necessary assurance of compliance with this regulation. If applicable, the chief elected official of the local project sponsor must complete and sign this certification.

INSTRUCTIONS: DOC-3, Resolution of Authorization

1. Enter name of local government agency sponsoring the proposed project in each area required.
2. Enter title of proposed project.

Form submitted must contain dated signature & title by the local agency's chief elected official and must be attested to.

INSTRUCTIONS: DOC-4, Development Cost Estimate

THIS FORM SHOULD CORRESPOND EXACTLY WITH THE PROPOSED DEVELOPMENT AS INDICATED ON YOUR SITE DEVELOPMENT PLAN (ATTACHMENT A-3).

1. Enter name of local government agency sponsoring the proposed project.
2. Enter title of proposed project.
3. Check appropriate box.

NOTE: **Acquisition projects** - Complete only #4 and #6 as they pertain to future development plans. Also, attach schedule for proposed development.

4. Development Item - Give a brief concise description of each major project component.
5. Units - Enter the quantity of each component.
6. Estimated Cost - Estimate the cost of each component, then enter the total development cost (which may include architectural/engineering fees) on the last line. **Also**, be aware that an archaeological reconnaissance survey may be required prior to project construction so costs for such work should be allocated and costs for the "Agreed Upon Procedures" CPA Report should also be included.

EXAMPLE

4. DEVELOPMENT ITEM	5. UNITS	6. ESTIMATED COST
Tennis Courts	2	\$25,000.00
Tennis Court Lighting	2	\$12,500.00
Picnic Shelter - 20' X 48' pre-fab	1	\$20,000.00
Picnic Shelter construction & Electrical	1	\$ 8,500.00
Playground Equipment	1	\$20,000.00
Playground Surfacing	1	\$ 4,000.00

Playground Installation	1	\$12,000.00
Landscape Architect Design Fee	1	\$10,200.00
CPA Report Costs	1	\$ 1,400.00
TOTAL ESTIMATED COST		\$113,600.00

7. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. For example: Year 1, Quarter 1 = \$10,000 engineering fees. Year 1, Quarter 2 = \$0.0 design phase, etc. The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

BOND FINANCE PROGRAM from the Illinois Finance Authority

Description: The Illinois Finance Authority through the “Bond Finance Program” provides low-cost loans to local governments that seek local share financing for approved OSLAD projects. However, success in receiving an OSLAD grant is not a requirement for participation in the Bond Finance Program. If a local agency is not awarded OSLAD funds, the Bond Bank is still available to provide, if feasible, 100% loan financing for the project.

Through the Bond Finance Program, the Finance Authority makes loans to local governments at preferred tax-exempt rates and lower up-front costs with flexible repayment terms. Loans are funded through the sale of Illinois Finance Authority bonds.

Eligibility: All cities, townships, villages, counties, park districts and special purpose districts located outside Cook County AND excluding “home-rule” municipalities.

Procedures: Local governments borrow funds through the Bond Finance Program on a pooled basis. Pooled financing includes multiple borrowers and takes place regularly in June and December. Applications are accepted and approvals are granted at no cost or obligation throughout the year.

Fee: Up-front costs range from 1.3% to 1.8% of the amount borrowed for a five (5) year to 30-year term, respectively. Costs may be covered through the borrowing.

Program Contact: To discuss project financing needs or request additional information and an application packet, contact: Illinois Finance Authority, 427 E. Monroe Street, Suite 202, Springfield, IL 62701; Tele: 217/557-8265.

INSTRUCTIONS: DOC-5, Preliminary Relocation Estimate (Acquisition Projects Only)

Relocation is defined as the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof, resulting from the non-voluntary acquisition of land for public use. If the project will involve relocation, it is mandatory that the questions on form DOC-5 be completed with sufficient detail to fully explain the scope and preliminary plans of the local agency.

If the project will not involve any relocation, simply insert "N/A" on the appropriate lines and submit. (PLEASE READ THE FOLLOWING REGARDING PROJECT RELOCATION ASSISTANCE REQUIREMENTS).

Background Information

The federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (PL 91-646, 49 CFR 24)), was enacted by Congress and signed by the President on January 2, 1971. The State of Illinois passed enabling legislation on September 17, 1971, entitled the Displaced Persons Relocation Act (310 ILCS 40 et.seq.).

The federal Act is divided into three parts - Title I, Title II and Title III. Title I, includes definitions of terms. Title II, provides for relocation assistance and payments. Title III, establishes real property acquisition policies.

Title II is the part that outlines a uniform policy for the fair and equitable treatment of persons displaced as a result of land acquisition through state and/or federally-assisted programs.

Provisions of Title II are not applicable if the proposed project land acquisition is considered a “Voluntary Transaction”; meaning the landowner freely offered the property for sale and the project sponsor (government agency) will not acquire the property in the event negotiations fail to result in an amicable purchase agreement (ie., eminent domain will not be pursued).

Title II establishes various benefits to be provided displaced individuals, families, businesses, farm operations, not-for-profit organizations, and/or personal property, thereof as a result of state and/or federally assisted land acquisition. These benefits include: moving and related expenses; replacement housing for homeowners; replacement housing for tenants; and most importantly, relocation advisory assistance and information services for all displaces.

All public agencies utilizing state and/or federal funds for the non-voluntary acquisition of land are required by the Act to provide a relocation advisory assistance program whenever the project requires the displacement of any individuals, families, businesses, farm operations, not-for-profit organizations and/or personal property, thereof. The program shall include, but is not limited to, the following services:

1. Determination of displaces' need(s) for relocation assistance. If displacement involves personal property only, an itemized inventory of property to be moved is required;
2. Current and continuing information regarding adequate replacement sites;

3. Assurance that, prior to displacement, adequate replacement dwelling units will be available for all displaced individuals and families which are within their financial means;
4. Assisting displaced businesses, farm operations, or not-for-profit organizations in obtaining and becoming established in a suitable replacement location;
5. Supplying information concerning State or federal agencies offering programs that would be of assistance to displaced persons;
6. Providing other advisory services to displaced persons in order to minimize their hardships in adjusting to a new location.

The Relocation Program Must be Initiated Prior to Acquisition

The Relocation Program must be structured in an orderly and logical sequence of reports, assurances and activities that are required and/or desired on each project where a displacement may occur, beginning with conceptual planning and ending with the relocation of the last person or business on the project. The ramifications of the relocation function must receive major considerations throughout implementation of the project.

Responsibility Assigned on Project Basis

Each OSLAD project, where qualifying displacement will occur, must have assigned to it one or more individuals whose primary responsibility is to provide relocation assistance to the affected parties. The local project sponsor may contract with any qualified individual, firm, association or corporation for services in connection with the administration and implementation of relocation assistance programs. **The local project sponsor shall provide adequate assurance to the DNR at the time of final project billing that appropriate relocation assistance was provided in accordance with PL 91-646 and/or the State Displaced Persons Relocation Act for any qualifying OSLAD acquisition.**

If there are any questions regarding the necessity for relocation, please contact the IDNR, Office of Grant Management and Assistance staff for assistance (Tele: 217/782-7481).

INSTRUCTIONS: Attachment A-1, Narrative Statement

** Please note: You should follow the outline below. Any deviation from this outline will be considered a deficiency when the application is received and the form will have to be resubmitted.

The Narrative Statement should address the following considerations:

- A. Objectives and Need for Assistance. Present a clear and concise description of the project. State its primary objectives and explain the need for assistance. Any relevant data based on planning studies should be included or footnoted. If development includes rehabilitation of existing facilities, indicate the age of each.
- B. Results / Benefits Expected. Explain the results/benefits to be derived (how the public will benefit). Indicate who will use the facility and how it will be used. The "service area" (neighborhood or community) most directly served by the project should be discussed in terms of: social/economic make-up; population density; and whether the area is newly emergent or established. If the project is located in an area having more than 50% minority population this should be specifically noted and documented by census data. (Minorities are defined as non-whites and persons of Hispanic origin.)

NOTE: Swimming Facility Justification Addendum. All projects involving renovation or new construction of a swimming facility/pool must provide as part of the project "Narrative Statement" the supplemental information outlined in the "Swimming Facility Justification Addendum" checklist.

- C. Approach. Outline the plan of action for accomplishing the proposed project and how it will be financed. **For acquisition projects,** prepare an acquisition schedule for each parcel included in the project area. Also, provide a future development schedule for the site once it is acquired.

For development projects, identify any factors that might accelerate or delay construction. Describe any extraordinary community involvement by listing all organizations and key individuals that will work on the project along with a short description about the nature of their effort or contribution.

If force account labor (local agency's employees) and/or donated labor and material is expected to be used to accomplish the project, please describe the nature and extent of such work and/or donations.

- D. Geographic Location. Provide a brief description of the geographic location of the project (do not use legal description). Also, provide a map to indicate this location and the area it will serve. If applicable, plot competing facilities on the same map.
- E. Previous Assistance. Indicate any previous project assistance from LWCF, OSLA/OSLAD or other state/federal grants that affect this project. List project number(s), project title(s) and grant amount(s). If no previous assistance has been received, enter: No Previous Assistance.
- F. Combination Projects. If the property being donated is not the site described in the application, but another location, provide information on how the donated site will be developed in the future. All property acquired through donation must be maintained as public open space in perpetuity.

INSTRUCTIONS: Attachment A-1a, Narrative Statement Addendum

SWIMMING FACILITY PROJECT JUSTIFICATION ADDENDUM [attach as addendum to project "Narrative Statement" (Attachment A-1)]

All items listed below MUST be addressed for projects involving renovation or new construction of a swimming facility/pool. Initial each box, as applicable, to verify item has been addressed.

RENOVATION PROJECTS

(Renovation projects are restricted to pools/facilities 15 years old or more)

- [] facility's original construction date (and prior major renovation dates, if applicable)
- [] facility's construction material (existing and proposed)
- [] maintenance impact due to facility location (e.g., subsidence, unstable soils, flood plain, etc.)
- [] operation/maintenance costs for past 7 years (detailed)
- [] revenue for past 7 years and existing as well as proposed fee structure.
- [] service days/year and attendance/year for past 5 years
- [] service area population
- [] IL Public Health Dept. reports pursuant to "IL Recreation Area Licensing Act")
- [] Engineering (Feasibility) Studies including a comparison of renovation vs. new facility construction

(If project scope is less than total renovation (i.e., filtration system, plumbing, pool basin or decking component only, etc.), the feasibility study must address life expectancy of components not being renovated)

NEW SWIMMING FACILITY CONSTRUCTION

- [] service area population
- [] other public & private swimming facilities in jurisdiction and/or service area
- [] facility construction type (material)
- [] Engineering (feasibility) Studies
- [] location factors (e.g., topography, water table, flood plain, soil suitability, area undermining)
- [] fee structure, anticipated annual revenue and expected service days/year

1. Provide resume of project engineer specific to swimming pool facility experience, especially within past 5 years.
2. Indicate experience and training level of the swimming pool operator for the local project sponsor AND specify whether that person has attained either State or national "certification" as a swimming pool operator.

INSTRUCTIONS: Attachment A-2, Location Map

1. Type in upper right corner of map:
 - A. Attachment A-2 Location Map
 - B. (Local agency's name)
 - C. (Project Title)

2. Submit a color aerial photo and/or topographic photo along with a street or county highway map of the area which clearly delineates the project location and boundaries. Please give the exact address of the project site. These maps will be used by IDNR staff to locate the project area. Please ensure the street/road names on the map are legible.

INSTRUCTIONS: Attachment A-3, Site Development Plan

1. Type in upper right corner of illustration:
 - A. Attachment A-3 Development Plan
 - B. (Local agency's name)
 - C. (Project Title)

2. Submit a development plan (should be 8 ½" x 11") which indicates the following:
 - A. All **proposed** development in the scope of the project.
 - B. **Existing** facilities at the site to be retained. Pictures of all 4 sides of any existing building must be submitted for review.
 - C. **Future** development at the site, including any indoor buildings (senior centers, community centers, indoor water parks, etc.).
 - D. Graphic scale and north arrow.

3. If the primary project use will be a natural area or retention of natural features, a detailed narrative noting the ways in which the public will be assured of outdoor recreation opportunities must be prepared (i.e. interpretive programs, hiking-bicycle trails, etc.) Also a site plan is required noting all proposed access and parking areas, if any.

NOTE: The development plan submitted with the application is the "plan of record" for the project and considered a static document. Design it carefully. All proposed project development must be completed or grant program compliance violations and/or grant disqualification may occur. The DNR must be contacted if there is any change in the development plan.

INSTRUCTIONS: Attachment A-3a and A-3b, Floor Plan, Elevation and Playground Drawings

1. Type in upper right corner of illustration:
 - A. Attachment A-3a Elevation/Floor Plans
 - B. (Local agency's name)
 - C. (Project Title)
2. The plans should be 8 ½" x 11", but in no case larger than 11" x 17".
3. Floor plans and elevations must be submitted for all structures proposed in the project, (i.e., restrooms, pavilions, shelters, concession stands, interpretive centers, bath houses, fishing piers, etc.). The design must comply with the standards published in the Illinois Capital Development Board's "Illinois Accessibility Code" (April 1997) AND/OR accessibility guidelines of the "Americans with Disabilities Act" (PL 101-336) whichever is more stringent.
4. Playground drawings must be submitted showing proposed components, playground surfacing and location in park with appropriate routing. The latter should be shown on the site development plan.
5. Plans for outdoor ice skating areas must be submitted showing what type of facility will be constructed.
6. Plans for a canoe launch area must show accessibility considerations.

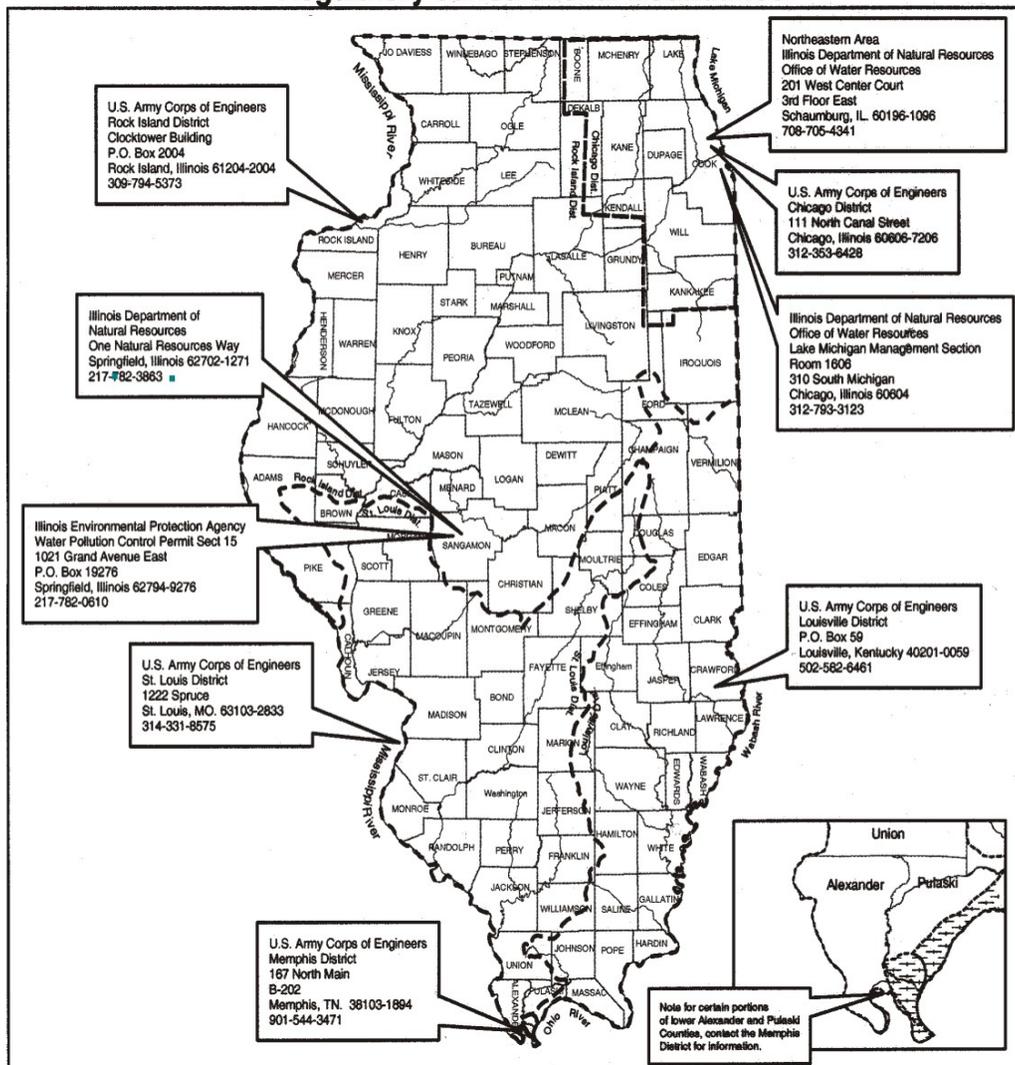
INSTRUCTIONS: Attachment A-4, Premise Plat Map

1. Type in upper right corner of map:
 - A. Attachment A-4 Premise Plat Map
 - B. (Local agency's name)
 - C. (Project Title)
2. Submit a plat map (should be 8 ½" x 11") that indicates the following:
 - A. Exterior boundaries and dimension of each parcel to be acquired or developed.
 - B. Adjacent land uses, both public and private, roads, streets, highways, etc.
 - C. All utility lines (capacity noted), easements, and rights-of-way. (Refer to title policy to ensure all easements are shown.) If necessary, attach a separate sheet explaining, in detail, the types and duration of easements, and mineral rights if not owned by the local agency.
 - D. All existing structures as coded on DOC-2.
 - E. A graphic scale and a north arrow.
3. Number each parcel with the corresponding numbers assigned on DOC-2 and indicate approximate acreage under each parcel number.

INSTRUCTIONS: Attachment A-5, Environmental Assessment Statement

1. Complete for the project the "Environmental Assessment Statement" (EAS) form provided. ACQUISITION PROJECTS are to complete the EAS addressing the impact of the acquisition and planned, future development of the site.
2. If the project involves any alteration of water resources (lake, stream, drainage way, wetlands, etc.) such as dredging, filling, channel improvements, impoundments, bridges, etc., both the U.S. Army Corps of Engineers (COE) and Illinois DNR, Division of Water Resources must be contacted to determine whether a permit is required (see map below for appropriate jurisdiction and offices). A copy of the permit(s) or letter(s) stating a permit is not required, should accompany the project application to IDNR Office of Grants Management and Assistance.

Regulatory Jurisdictional Boundaries



INSTRUCTIONS: Attachment A-6, Commitment for Title Insurance, Deed or Lease Agreement

Acquisition Projects - Attach a copy of the Commitment for Title Insurance for each parcel to be acquired. Be advised, however, that Title Insurance is required at the completion of an approved acquisition project.

NOTE: For projects involving acquisition of property for existing park expansion, the local project sponsor must provide adequate proof of ownership (copy of deed, etc.) for the existing park site. (see "Development Projects" below for required documentation)

Development Projects - Attach a copy of the deed(s) for the property being developed and **HIGHLIGHT** the existence of any easements/encumbrances, etc. on the property that may affect/impact recreational use of the site in any manner. The deed(s) must, at a minimum, encompass the park area delineated on the project Plat Map (Attachment A-4) submitted with the grant application. **If the deed is less than "Warranty" or "Trustee", title insurance or an attorney's Opinion of Title is also required.**

NOTE: An Attorney's Opinion of Title may be submitted in lieu of the deed(s) if such documentation is voluminous AND the opinion lists and describes any easements, rights-of-way, liens, or other encumbrances on the property.

If property to be developed is leased by the local project sponsor, a copy of the lease must be submitted. The lease cannot be revocable at will by the lessor and must include safeguards to ensure that the site is available for public outdoor recreation use for the time period specified by OSLAD requirements). If the lease does not contain such "public use safeguards", the applicant must provide assurance in the form of a duly adopted resolution that comparable replacement land in accordance with OSLAD regulations will be provided should the lease be terminated and the project site converted to non-public outdoor recreation use.

NOTE: If project has multiple parcels, code each parcel to correspond with the respective Deed, Title Commitment, Lease, etc.

Combination Projects - Attach a copy of the Commitment for Title Insurance for each parcel to be donated. Meeting this requirement shows good faith efforts and intentions by the local sponsor. Please note, Title Insurance and a recorded Deed (preferably warranty) for the donated property is required when the project is complete.

INSTRUCTIONS: Attachment A-7, Flood Map

Attach a copy of the FEMA Flood Map with the project boundaries delineated.

Contact the Flood Map Distribution Center, FEMA, 6730 Santa Barbara Court, Elkridge, Maryland 21075, (800/358-9616), to request a copy of the map. Cost of a map is \$4 plus shipping costs. Web site address for the FEMA map center is <http://msc.fema.gov>.

INSTRUCTIONS: Attachment A-8, Project Justification by Local Plan

Please reference and submit appropriate pages, as well as the front cover/title page from a local Outdoor Recreation/Open Space Plan, Community Comprehensive Plan, Capital Development Plan, etc. that shows the proposed project is justified and consistent with priorities outlined in such plan(s). Be sure the date of the plan(s) is indicated on the material submitted.

DO NOT SUBMIT THE ENTIRE PLAN(S).

If a public hearing/meeting was held to solicit public input, submit a copy of the advertisement notice, sign-in sheet(s), and any relevant minutes or notes. This also pertains to a regular board meeting that listed the project proposal as a discussion item before or after the regular board's agenda.

Also, provide documentation from the plan(s) or other sources that describes or verifies the level of public input/involvement in the preparation of the plan(s) AND/OR the application project proposal.

NOTE: If local applicant has adopted a specific recreation acreage standard or goal, please submit appropriate reference from planning document(s) indicating the adopted standard or goal. (See page 17 of this manual for reference on how supply of existing open space & park acreage is used by the IDNR in the project evaluation process.)

INSTRUCTIONS: Attachment A-9, Appraiser Qualifications (Acquisition and Donation Projects only)

Provide the credentials/qualifications of at least two independent fee appraisers for review and approval by the IDNR.

The credentials must include, at a minimum, a history of the individual appraiser's education, **state license number (#553 preferred)** and experience in appraisal work including a listing of the appraiser's clientele.

IDNR approval on local appraisers must be obtained for each OSLAD/LWCF project in the manner described above, even though similar approval may have been received on previous projects.

Useful Life Criteria

FACILITY	Expected useful life	Evaluation Criteria – Factor
<u>BB/Softball fields</u>	8-10 years	# Games/week, # Practices/week Grass infields? Maintenance Procedure/Standards Is site used for multiple uses, soccer, and football? Is space used for organized or programmed events? Spectator considerations – bleachers Concession stands
<u>BB/Softball Field Lighting</u>	20 years 25 yr warranty Replacement after 40 years	Pole Type (wood, steel, concrete) Wiring type (aluminum, copper) HID or incandescent fixtures Existing FC vs. new standards Accepted grounding systems? Panel Capabilities/Technology Electrical Code compliance
<u>Basketball Courts</u> Resurface Total Renovation	12-15 years 20-25 years	Lighted Y/N (Use BB Criteria) Resurface Surface clay, asphalt, other Total Renovation Color coat/overlay/rebuild Frequency of color coating Location – high water table Fencing material/posts Preventive maintenance Location: Water table concerns Is site used for organized or programmed events? To what extent? Are courts used for making ice?
<u>Bike Paths</u> Resurface Total Renovation	10-12 years 20-25 years	Gravel, asphalt or concrete Monthly volume and load use i.e. delivery trucks or garbage Spring use –heavy, moderate, light Seal coating frequency Preventive maintenance record Original construction design loads Location: flooding/water concerns Snow removal or salt use? Curbed or sheet drainage to edges
<u>Boathouse</u>	10-15 years	Attached to Community Center Y/N Mechanical room connected? ADA compliance Y/N Local Code compliance? Preventive Maintenance record Location i.e. Lake Michigan
<u>Boat Launch Ramps</u>	15-20 years	Construction materials, gravel, concrete Location i.e. Lake Michigan Annual Usage Is facility fee generating? Region
<u>Fishing Piers & Docks</u>	15-20 years	Original construction materials plastic, wood, aluminum Location i.e. Lake Michigan Annual volume/usage

		Winter removal and storage? Preventive maintenance record?
<u>Interpretive Center</u>	25 years	Stand-alone site? Heated for Winter?
<u>Irrigation system</u>	20 years	Irrigated Y/N Usage # games per week Drainage considerations Maintenance standards/levels Is site used for organized or programmed events? To what extent? Is site used for multiple uses? Softball, BB or football?
<u>Parking Lots</u> Resurface Total Renovation	10-12 years 20-25 years	Gravel, asphalt or concrete Monthly volume and load use i.e. delivery trucks or garbage Spring use –heavy, moderate, light Seal coating frequency Preventive maintenance record Original construction design loads Location: flooding/water concerns Snow removal or salt use? Curbed or sheet drainage to edges
<u>Picnic Shelters</u>	25 years	Support structures: masonry, steel, wood Roof type: metal, asphalt, shingle, slate, cedar shake Construction type: post & beam, frame Historical value and consideration Preventive maintenance record Is site used for organized or programmed events? To what extent?
<u>Playgrounds</u>	15 years metal 10 years plastic 8 – 12 years wood	Meet Standards? ASTM, CPSC, ADA Daily usage by intended user group Location: school, or Neighborhood Park Surfacing Material Preventive maintenance record Border construction material Location: retention area/water?
<u>Restrooms</u>	25 years	Stand-alone site? Heated for Winter?
<u>Shuffleboard</u> Resurface Total Renovation	12-15 years 20-25 years	
<u>Soccer Fields</u>	8-10 years	Usage rating A/B/C/D# weeks/year, time of year, age of user
<u>Swimming Pools</u> Bathhouse	25 years 25 years	Stand-alone site? Heated for Winter?

<u>Tennis Courts</u> Resurface Total Renovation	12-15 years 20-25 years	Lighted Y/N (Use BB Criteria) Surface clay, asphalt, other Color coat/overlay/rebuild Frequency of color coating Location – high water table Fencing material/posts Preventive maintenance Is site used for organized or programmed events? To what extent? Are courts used for making ice?
<u>Volleyball Courts</u>	8 – 10 years	Sand / Grass? Lighted Y/N Borders Bleachers/spectator area?